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GUIDE TO PROMOTION:

AN AID TO OFFICERS OF ALL ARMS

IN

PREPARING FOR EXAMINATION

IN

REGIMENTAL DUTIES.

PART II.

RANK OF MAJOR.

BY

LIEUT.-COLONEL SISSON C. PRATT,

(LATE ROYAL ARTILLERY)

AUTHOR OF "MILITARY LAW: ITS PROCEDURE AND PRACTICE," ETC.

PRICE SEVEN SHILLINGS.

LONDON: EDWARD STANFORD,

26 & 27, COCKSPUR STREET, CHARING CROSS, S.W.

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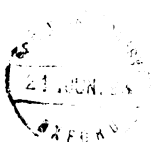
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PREFACE.

THE system of question and answer followed by the late Lieut.-Colonel Bannatyne in his well-known *Guide to the Examinations for Promotion in the Infantry* has been adopted, but an attempt has been made to make the answers short, clear, and explanatory instead of merely quoting verbatim the text-books. It is hoped that this summary of Regimental Duties may be of service not only to those preparing for Promotion Examinations, but also to officers intrusted with the command and payment of men. Officers noting any errors, or desirous of forwarding suggestions for a future edition, are requested to communicate with the Author through the Publisher.

S. C. PRATT, LIEUT.-COLONEL.

April 1893.

CONTENTS.

	PAGE
PROVOST PRISONS	1
PRECEDENCE AND COMMAND	6
PROMOTION, EXCHANGE, AND RETIREMENT	10
GENERAL OFFICERS AND STAFF	14
GENERAL INSPECTIONS	17
STAFF OFFICERS	21
DEPARTMENTAL OFFICERS	23
MILITARY EDUCATION	24
STAFF COLLEGE	25
ARMY CLASSES	26
ARMY SCHOOLS	27
GYMNASTIC TRAINING	30
HORSES AND STABLE MANAGEMENT	33
DRESS AND EQUIPMENT	43
LEAVE OF ABSENCE	44
FURLOUGHES	49
HOSPITALS	51
BARRACKS	60
REGIMENTAL INSTITUTES	68
DEPOTS	74
ENLISTMENT AND RECRUITING	79
EXTENSION OF SERVICE	90
RECKONING SERVICE	93
SERVICE ABROAD	123
MEDALS	94
MESSES AND BANDS	97
SERGEANTS' MESS	105
SOLDIER SERVANTS	107
MARRIED SOLDIERS	109
SOLDIERS' LETTERS	110
ARTIFICERS AND SOLDIER TRADESMEN	112
FIELD TRAINING, SIGNALLING, AND RECONNAISSANCE	117

	PAGE
DIVINE SERVICE	121
REGIMENTAL BOOKS, RECORDS, AND RETURNS	123
ATTESTATIONS	125
CASUALTY AND LETTER BOOKS	131
DEFAULTER BOOKS	132
COURT-MARTIAL BOOK	134
SAVINGS BANK ACCOUNTS	137
BOOKS AND MAPS	143
CLASSIFICATION OF RETURNS	144
ORDERLY ROOM WORK	147
ARMY FORMS	155
GUARD REPORTS	157
EMBARKATION RETURNS	160
TRANSFER DOCUMENTS	164
DISCHARGES	166
PERIODICAL RETURNS	167
SUPPLY OF TROOPS	171
CONSUMABLE SUPPLIES	173
EXPENSE STORES	176
EQUIPMENTS	179
AMMUNITION	187
SUPPLIES IN THE FIELD	191
TRANSPORT IN THE FIELD	200
THE LINES OF COMMUNICATION OF AN ARMY IN THE	
FIELD	194
ENCAMPMENTS	205

ABBREVIATIONS USED IN REFERENCES.

A. B. 70 . . .	Army Book 70
A. C. 10/82 . . .	Army Circular 10 of 1882.
Al. 30 . . .	Paragraph 30, Allowance Regulations, 1892.
A. O. 60/91 . . .	Army Order 60 of 1891.
A. S. C. 50 . . .	Paragraph 50, Army Service Corps Duties. Regulations, 1889.
Cl. 42 . . .	Paragraph 42, Clothing Regulations, 1887.
E. R. 20 . . .	Paragraph 20, Equipment Regulations, 1890.
F. E. 40 . . .	Page 40, Field Army Establishments (service abroad), 1892.
F. I. 90 . . .	Paragraph 90, Financial Instructions, 1892.
G. O. 5/80 . . .	General Order 5 of 1880.
M. v. 8. . . .	Paragraph 8, chapter 5, Manual of Military Law, 1887.
M. I. 15 . . .	Paragraph 15, Musketry Instruction Regulations, 1892.
M. R. 30 . . .	Paragraph 30, Army Medical Services Regulations, 189 .
O. S. 25 . . .	Paragraph 25, Ordnance Store Services Regulations, 1890.
P. W. 582 . . .	Paragraph 582, Pay Warrant, 1892.
Q. vi. 45 . . .	Paragraph 45, section 6, Queen's Regulations, 1892.
R. 2	Rule 2, Rules of Procedure, 1881.
R. E. 10 . . .	Paragraph 10, Regulations for Encampments, 1889.
R. R. 20 . . .	Paragraph 20, Regulations for Recruiting, 1892.
S. 42	Section 42, Army Act, 1881.
S. B. 30 . . .	Paragraph 30, Regulations for Military Savings Banks, 1883.
S. R. 80 . . .	Paragraph 80, Army School Regulations, 1891.
Army Forms are referred to by their letter and number, <i>vide</i> page 155.	

For the sake of brevity the expression "company" is held to mean "squadron, battery, or company," unless the context renders this meaning inapplicable. Similarly the term "captain" includes the major, captain, or other officer in immediate command of a squadron, battery, or company.

GUIDE TO PROMOTION.

PART II.

Extract from Section IX. of the Queen's Regulations.
1892.

II.—EXAMINATIONS FOR PROMOTION.

Subjects.

10. The professional examinations required for promotion will comprise the following subjects:—

- (a) Regimental duties.
- (b) Drill.
- (c) Military law.
- (d) Duties in the field.
- (e) Artillery (for lieutenants of artillery only).

12. The examinations for each rank will be as follows:—

I. Subjects (a) and (b), in the following cases:—

- (1) Quarter-masters and riding-masters, before being granted a commission as lieutenant.
- (2) Warrant officers and non-commissioned officers, before promotion to the rank of second lieutenant.

- (3) Second lieutenants, before promotion to the rank of lieutenant, unless they have passed in those subjects under the preceding clause, in the arms of the service in which they are serving.

II. Subjects (c) and (d):—

Lieutenants, before promotion to the rank of captain.

Subject (e):—

Lieutenants of royal artillery, in addition to subjects (c) and (d), as above.

III. Subjects (a), (b), (c), and (d):—

Captains, before promotion to the rank of major.

IV. Lieutenants and captains of the Army Service Corps have in addition to pass a special examination in supply and transport duties.

13. When officers who have previously qualified are transferred from one arm of the service, or from one branch of artillery, to another, they will be required to pass a further examination in the subjects which relate exclusively to the arm or branch which they join.

14. Examination in subjects (a) and (b) for the rank of major will not be required from captains who have passed the regulated examination for the appointment of adjutant of the Militia, Yeomanry, or Volunteers, or who have held the appointment of adjutant of their regiments in the rank of captain for a period of not less than twelve months.

15. The following certificates will be accepted

in lieu of the examination; candidates claiming exemption will forward their certificates when they apply to be examined : *—

1. A certificate at the School of Musketry, in lieu of the examination in musketry subjects.
2. A certificate of having qualified in Range Finding and of having obtained 5 in the final examination of the long course of the School of Gunnery, or the course for Officers of the Staff for the Inspection of Warlike Stores—in lieu of the examination in subject (*e*). The former will also be accepted in lieu of the examination in that portion of subject (*b*) which relates to garrison artillery.
3. A certificate (Chatham Form 2) of having passed through a course of instruction in fortification at the School of Military Engineering—in lieu of the examination in fortification.
4. A certificate (Chatham Form 2) of having passed through a course of instruction in military topography at the School of Military Engineering—in lieu of the examination in that subject.

Officers who have passed the Staff College will only be required to be examined in the practical part of subject (*b*). Officers who have passed the examination for admission to the Staff College in military law, fortification, topography, and tactics, on the standard of qualification laid down, will not be required to be examined in subjects (*c*) and

* A certificate obtained by a subaltern will not exempt for the rank of major.

(*d*) provided they held the rank of captain at the time of the examination.

Lieutenants and captains of Royal Engineers will not be required to undergo the examination in fortification and military topography prescribed for their rank in the other arms of the Service.

Boards of Examination.

19. For the examination of all ranks in subjects (*a*) and (*b*), Boards will be assembled by General Officers Commanding districts or stations from time to time as required. They will consist of a field officer as president, and two or more field officers or captains who are qualified for field rank, as members; at least one, and if possible two, members should belong to the same arm of the service, and in the case of artillery to the same branch, as the officers under examination. On no occasion, when it can be avoided, is an officer of the same regiment, battery, or company as the candidate to be a member.

21. For examination in subjects (*c*) to (*e*) of lieutenants and captains of all arms qualified under paragraph 25, boards will assemble twice a year, on the first Monday in the months of May and November. The examination will be conducted by printed questions, sent by the Director-General of Military Education.

22. The proceedings of the Board (on Army Form A 2) accompanied in all cases by a certificate, written and signed by each candidate, stating that he has not received any assistance, during the examination, from books or other candidates, will be forwarded to the General or other officer Com-

manding. In the examinations in subjects (*a*) and (*b*) the Board will forward with the proceedings the written questions and answers, and state their opinion whether the candidate is qualified or not.

Attendance at Examination.

25. Officers will be required to pass in subjects (*a*) and (*b*) before they can be permitted to present themselves for examination in subjects (*c*) to (*e*). The examination in subjects (*c*), (*d*), and (*e*) will be allowed only as follows:—

Lieutenants—After promotion to that rank.

Captains—After one year's service in that rank.

26. General Officers Commanding at home and abroad will forward, so as to reach the Adjutant-General not later than the 1st April or 1st October, a return in the prescribed form of all officers in their command who are desirous of being examined in subjects (*c*) to (*e*) in the following month. This list should be accompanied by certificates from Commanding Officers in each case showing that the officer is qualified under paragraph 25. A lieutenant of artillery may, if he prefer it, be examined in subject (*e*) alone, at any periodical examination.

27. Officers of regiments serving abroad who may be on leave in this country will be permitted to attend the examinations in subjects (*c*) to (*e*), if qualified as in paragraph 25, but, except under special circumstances, the examinations in subjects (*a*) and (*b*) must be passed by officers while serving with their regiments. Application for such permission must be made to the Adjutant-General by the dates mentioned in paragraph 26.

SYLLABUS

OF

Subjects for the Examination of Officers for Promotion

AND

Instructions for the Guidance of Examining Boards.

I.—SYLLABUS.

(a) REGIMENTAL DUTIES.

The examination in this subject will be vivâ voce and by written questions set by the Board.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Warrant and Non-commissioned Officers on selection for Commissions as Second Lieutenants.</i> <i>Second Lieutenants, Quarter-Masters, Riding-Masters, before promotion to the rank of Lieutenant.</i>	1. Discipline. General Instructions .. Administration of Discipline .. Courts of Inquiry and Boards .. Deserters .. Disposal of Prisoners .. 2. Duties. Roster of duties .. Duties, in Garrison and Field .. Honours and Salutes as regards Officers and Non-commissioned Officers, Guards and Sentries. Military .. Funerals .. Duties in aid of Civil Power .. 3. Interior Economy. Officers .. Non-commissioned Officers .. Of a Troop, Battery, or Company. System of keeping books and returns .. System of payment and messing and supply of necessaries .. Pay of Non-commissioned ranks of the Corps to which the Officer belongs .. Transfer and discharge of soldiers .. 4. Miscellaneous. Movement of troops by land or sea .. Detail of carrying arms, ammunition and equipment; and in the cavalry, the detail of saddlery, the mode of fitting the saddle and bridle <i>(To be tested practically.)</i>	The Queen's Regulations and Orders for the Army, with latest published amendments. Army Books and Forms in use, and practical experience.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Captains, before promotion to the rank of Major.</i>	<p>The same as for a Lieutenant, with the addition of the following:—</p> <ol style="list-style-type: none"> 1. <i>Discipline.</i> Management of Provost Prisons 2. <i>Duties.</i> Of Regimental Officers with Corps, under every circumstance, in garrison or field, by land or sea Knowledge of all garrison duties 3. <i>Interior Economy.</i> Of a Regiment. System of keeping Regimental Books, Records, and Returns, and orderly-room work generally. Army Forms in use ... 4. <i>Miscellaneous.</i> Knowledge of method of supplying troops with forage, food, ammunition, and stores, in quarters and in field ... Instructions for encampments. 	<p>The Queen's Regulations and Orders for the Army, with latest published amendments.</p> <p>Army Books and Forms in use, and practical experience.</p> <p>Regulations and Instructions for encampments.</p>

(b) DRILL. (Cavalry and Infantry.)

The examination in this subject will be divided into two parts; one part will be practical in the field, with vivâ voce questions, the other by written questions set by the Board. The knowledge of each candidate in drills and exercises is to be tested practically on parade, and, in addition to giving the words of command, the candidate is to be required, in respect of his own arm or branch of the service,

b

to give the explanation of the exercise or manœuvre about to be performed, to the men on parade, in a clear and audible manner.

The Board will state in detail in their report the manœuvres and exercises performed, and will state clearly their opinion of the candidate's proficiency; whether he is a good, bad, or indifferent drill; whether he is able to impart instruction and is fully competent to command the body of troops he exercised.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Warrant and Non-commissioned Officers on selection for Commissions as Second Lieutenants.</i> <i>Second Lieutenants, Quarter-Masters, Riding-Masters, before promotion to the rank of Lieutenant.</i>	Cavalry.	
	1. <i>Drills.</i>	
	Military equitation ...	{ Cavalry Regulations (Introductory Chap.)
	The instruction of the soldier on foot ...	
	The instruction of the Troop and Squadron mounted ...	
	The formation and movements of a troop with the regiments on parade and in the field ...	{ Do. Part I.
		{ Do. Part II.
		{ Do. Part III.
	2. <i>Exercises.</i>	
	The Carbine, Sword, and Lance Exercises ...	{ The authorised Books of Instruction.
	Manual and Firing Exercise for the carbine ...	
	3. <i>Musketry Instruction.</i>	
	Instruction of the Recruit	{ Musketry Regulations, Chap. II., Sec. I.
	Preliminary Drill and practice ...	
	Field firing and dismounted practice with horses ...	{ Do. Chaps. III. and IV.
	Prizes ...	{ Do. Chap. IV.
	Drill and Practice Returns	{ Do. Chaps. VI. and VIII.
	4. <i>Miscellaneous.</i>	
	"Miscellaneous subjects"	{ Cavalry Regulations, Part IV.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Warrant and Non-commissioned Officers, &c.—continued.</i>	Engineers and Infantry.	
	1. <i>Drills.</i> Recruit or Squad Drill ... Company Drill ... Command of a Company in Battalion Drill ...	} Infantry Drill.
	2. <i>Exercises.</i> Rifle exercises ... Infantry sword exercise ... Manceuvre of a Company Advanced and rear guards and outposts (practical only) ... Skirmishing (General Rules and "The Company") ... Attack (General Principles and "The Company")	
	3. <i>Musketry Instruction.</i> Instruction of the Recruit ... Preliminary Drill and Practice ... Prizes ... Drill and Practice Returns	{ Musketry Regulations, Chap. II., Sec. I. Do. Chaps. III. and IV. Do. Chaps. VI. and VII.
	4. <i>Miscellaneous.</i> Guards ... Shelter-trench, and pit exercise ...	} Infantry Drill.
<i>Captains, before promotion to the rank of Major.</i>	The same as for a Second Lieutenant, with the addition of the following :— Cavalry.	
	1. <i>Drills.</i> Military equitation ... The instruction of the soldier on foot ... The instruction of the troop and squadron mounted ... The formation and movement of the regiments on parade and in the field	} Cavalry Regulations.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Captains, before promotion to the rank of Major—continued.</i>	2. <i>Exercises.</i>	
	(As for Lieutenants.)	
	3. <i>Musketry Regulations.</i>	
	(The whole book.)	
	4. <i>Miscellaneous.</i>	
	(As for Lieutenants.)	
	Engineers and Infantry.	
	1. <i>Drills.</i>	
	Battalion drill	} Infantry Drill.
	Brigade drill, &c.	
	2. <i>Exercises.</i>	
	Riding.	
	Manœuvre of a battalion.	
	Skirmishing (the bat-	
	talion).	
	Attack and defence (the	
	battalion, the brigade,	
	&c.).	
	Conduct of operations by	
	night.	
	3. <i>Musketry Regulations.</i>	
	(The whole book.)	
	4. <i>Miscellaneous.</i>	
	(As for Second Lieu-	
	tenants.)	

The drills and exercises of Field and Garrison Artillery, and the technical requirements of the Artillery Service, are laid down in great detail in Appendix VII. of the Queen's Regulations, to which reference should be made.

The syllabus for subjects (c), (d), and (e) is in process of alteration, and reference should be made to the appendix in the forthcoming Queen's Regulations of 1893.

II.—GENERAL INSTRUCTIONS.*Examinations in Subjects (a) and (b).*

In conducting the examination in subjects (a) and (b), Boards will strictly observe the following instructions :—

1. The written questions should be of a general and comprehensive character, and should be not less than 40 in number, at least 20 in (a) and 20 in (b). The questions, if not printed, are to be written on half-margin, and the replies inserted opposite to them in the candidate's handwriting. The Board will correct, in red ink, any replies which are erroneous.

2. To each written question or practical test the Board will allot a numerical value, and they will credit each answer with a full or less number of marks according to its nature. The report will contain a summary of the examination in the following form (Army Form B 2066), which is to be strictly adhered to :—

	(a)						(b)						Remarks.	
	1	2	3	4	Total.	Decimal.	1	2	3	4	Practical Tests.	Total.		Decimal.
	Full Credits.						Full Credits.							
	40	20	20	20			40	20	20	20				
					100						100	200		
Number of marks gained.														
Capt., A. B.	25	5	15	15	60	·6	10	10	10	10		40	·4	Failed in (b)
„ C. D.	35	15	15	20	85	·85	35	20	20	15		90	·9	Passed.

The first line of figures corresponds to the heads under which the subjects are divided. The second

line of figures gives the maximum number of marks to be allotted to all the questions or tests under each head. The figures under those opposite the candidates' names record the sum of the marks gained under each head. The decimal marked up to each candidate represents the proportion of marks gained to the total marks allotted under each subject (*a*) and (*b*).

3. Officers will not be reported as qualified unless they have gained one-half of the total number of marks allotted to the questions and practical tests under each subject (*a*) and (*b*); that is, unless the decimal gained shall amount to .5.

4. Very bad writing will be considered sufficient reason to require the re-examination of an officer.

Examinations in Subjects (c), (d), and (e).

In conducting the examination of lieutenants and captains in subjects (*c*) to (*e*), the following instructions will be adhered to by the Board:—

5. The order of examination will be as follows:—

Date.	Hours.	Subjects.
Monday	{ 10 to 1 2 to 5 }	Artillery (for artillery officers only).
Tuesday	{ 10 to 1 2 to 5 }	Fortifications. Tactics.
Wednesday ..	{ 10 to 1 2 to 3 3 to 5 }	Military Topography (paper). Military Law (with aid of books). Military Law (without books).
*Thursday	Military Topography (sketch).

* Should the weather be unfavourable the out-door examination may be postponed.

8. For answering the questions in the first paper on Military Law, officers are permitted to have the use of "The Manual of Military Law," and "The

Queen's Regulations and Orders for the Army." Before issuing the second paper the Board will require each officer to hand in his books to them.

9. The name of an officer under examination must on no account appear on his papers; an index number will be assigned by the Board to each candidate, which he must be careful to record plainly upon each written paper or sketch.

II. At the conclusion of the whole examination, the Report of the Board on Army Form A 2 is to be forwarded to the General Officer commanding for transmission to the Director-General of Military Education, together with the following certificates and documents :—

- (1) A certificate that "the prescribed order of examination was strictly observed, that each member of the Board was present during the entire examination, and that none of the candidates received any assistance during the examination from books or other sources beyond that sanctioned by regulation for the 1st Paper in Military Law."
- (2) A certificate written and signed by each candidate that "he has not received any assistance during the examination from books or other sources beyond that sanctioned for Military Law, and that the field sketch was made independently by himself in the allotted time."
- (3) Lists of index numbers of Captains and Lieutenants.
- (4) Two accurate sketches of the ground selected for out-door topography (one for Captains, one for Lieutenants), for the guidance of the two examiners.

12. The President of the Board, before the commencement of the examination, will inform the officers under examination that they will be required to furnish the certificate mentioned in para. 11 (2), and he will read that paragraph to them.

Standard of Qualification.

The standard of qualification in subjects (c) and (d), and for obtaining a special certificate therein, will be as follows:—

For Pass.—An officer will be required to obtain '5 in each subject [*i.e.* in (c) and in each of the subheads of (d)]. An officer who fails will be required to pass in all subjects at a future examination, unless the failure is in one subject only, in which case he will only be required to be re-examined in that subject; but an officer who has obtained exemption in any subject by reason of a Chatham certificate, must pass in all the remaining subjects of (c) and (d) at one examination.

For Special Certificate.—An aggregate of '75, together with '5 in each subject will be required for a special certificate.

An officer who obtains '8 in a subject will be entered on the printed list sent to General Officers Commanding as "distinguished" in that subject; and the fact will then be recorded by his Commanding Officer in the Confidential Report, Army Form B 194.

The standard for subject (e) will be '5 for a pass, and '8 for "distinguished."

GUIDE TO PROMOTION.

REGIMENTAL DUTIES.

PART II.

Containing the subjects required to qualify for the rank of Major, in addition to those comprised in PART I.

MILITARY AND PROVOST PRISONS.

Q. With what object are **military prisons** established at home and in the colonies?

A. For the punishment of soldiers sentenced to imprisonment exceeding forty-two days. Soldiers under shorter sentences may, however, be confined in them, if it is so directed. Q. vi. 217.

Q. For what **class of offences** are soldiers committed to a military prison?

A. Those constituting a breach of discipline only. A soldier convicted of offences of a felonious or disgraceful character, or who is sentenced to be discharged with ignominy, should be committed to a public prison. Q. vi. 173.

Q. What is meant by **provost prisons**, and for what purpose are they used?

A. Garrison and regimental provost prisons and cells are intended for the confinement of soldiers summarily awarded imprisonment by a C. officer, and for carrying

A

into effect sentences of imprisonment by courts-martial for periods not exceeding forty-two days. Soldiers may always be committed to them for temporary custody. Q. vi. 218.

Q. Who is responsible for the management of provost prisons?

A. They are under the control and supervision of the G. O. C., and are managed in accordance with a code of rules drawn up for the purpose.

Q. What further use may be made of provost prisons?

A. When there is available accommodation, they may be used for the detention in custody of soldiers remanded for trial by court-martial, or who have been tried and are awaiting the promulgation of the sentence of a court-martial. Q. vi. 219.

Q. How are the soldiers treated who are thus detained?

A. They are supplied with ordinary rations and messing, are kept apart from the other prisoners, and do not wear prison clothing. They will not be obliged to labour or carry out duties other than those they might be called upon to perform if not under detention, and they will be allowed to exercise in association during a reasonable portion of the day.

*Q. Must a soldier be **regularly discharged** from this kind of custody before committal to prison?*

A. Yes, the authorised discharging order must be signed in all cases. Q. vi. 220; B. 94.

*Q. State the regulations as to the **inspection of cells** before use.*

A. No cell is to be occupied until it is certified by the Inspector-General of Military Prisons to be of suitable size, and properly ventilated, warmed, and fitted. Sanction for the occupation of the cells to the extent certified will be communicated to C. officers of units at a station. Q. vi. 221.

Q. Upon whom does the duty of inspection fall at stations abroad?

A. A staff-officer appointed by the G. O. C., assisted by an officer of the R. E. Q. vi. 222.

Q. Describe the system of local **inspection of provost prisons.**

A. *One or more staff or field-officers are told off to inspect from time to time the provost prisons in each district or garrison, and report how the discipline is kept up. The inspection should be made at uncertain times, and at least once a month at head-quarter stations. At out-stations inspections may be made quarterly or half-yearly, but in all such cases monthly reports must be made by C. officers, stating how the prison discipline is kept up. An inspecting officer will note his visits and any observations he wishes to make in the inspection books kept at each prison.*

Q. vi. 223.

Q. At what time are prisoners received into and released from provost prisons?

A. *After the regular dinner-hour and before dark.*

Q. vi. 224.

Q. What are the regulations as to the clothing of prisoners?

A. *Prisoners committed to cells or provost prisons are supplied with prison clothing and necessities (except in London), but the tunic, trousers, and cap (except in London) are to be left with the provost-sergeant for use on Sundays when the prisoners are marched to church. Q. vi. 225; Cl. 447.*

Q. Are prisoners **medically examined** before admission to provost prisons?

A. *Yes, a special examination is made, and a certificate furnished as to any disability likely to interfere with the execution of the punishment awarded. Q. vi. 226.*

Q. Explain the arrangements made for discharging a soldier at the **expiration** of his sentence.

A. *C. officers are to send to the cells for their prisoners at the expiration of their term of imprisonment. Should they fail to do so, the provost-sergeant is to send the man to his corps under charge of one of his assistants. Q. vi. 227.*

Q. Under whose control and supervision are garrison provost prisons placed?

A. The officer commanding the station. A provost-sergeant is usually in charge, but if no such person has been appointed, a sergeant from the garrison will be appointed provost-sergeant. Q. vi. 228.

Q. How often and by whom are garrison provost prisons to be inspected?

A. Daily, by an orderly officer and a medical officer of the garrison. Q. vi. 229.

Q. Enumerate the prison duties of a provost-sergeant.

A. He is responsible that the prisoners are properly subsisted and kept in safe custody; that all complaints are brought to the notice of the inspecting officer; that the prisoners are duly released at the expiration of their sentence, and that all the prison regulations are strictly observed. Q. vi. 230.

Q. Describe his duties as to receiving and releasing prisoners.

A. He must ascertain that prisoners received by him have been duly committed by proper authority. He will also discharge prisoners before the expiration of their sentence when required to do so by a discharge order which bears the signature of a competent authority. Q. vi. 231.

Q. In what manner is the available cell accommodation made known?

A. A daily report is made to the staff-officer of the garrison of the number of vacant cells, and C. officers before committing prisoners to the garrison provost prison must ascertain at the staff-office if there is room for them. Q. vi. 232.

Q. Specify the other duties of a provost-sergeant?

A. He will visit canteens, repress all irregularities, clear the barracks and military premises of loose and disorderly characters, and perform such duties as may be directed by the officer commanding. He will be careful to avoid coming into personal collision with soldiers. Q. vi. 234.

Q. What assistance in his duties is afforded him?

A. He is allowed such a number of sergeants or cor-

porals as is deemed necessary, and a garrison police of soldiers. Q. vi. 233, 235.

Q. Under whose charge, for the purposes of discipline, are the provost-sergeant and **garrison police** placed?

A. A specially appointed staff-officer. Q. vi. 236.

Q. Who has the supervision and control of **regimental provost prisons**?

A. The C. O. of the unit to which the prison is appropriated. A regimental provost-sergeant is usually in charge.

Q. vi. 237.

Q. Under what circumstances is a provost-sergeant not allowed?

A. When the strength of the detachment is under two companies, the N. C. officer in charge of the barrack-guard performs the duties of the prison without remuneration. Care must be taken to keep the prisoners entirely apart from soldiers in detention in the prisoners' room or guard-room cells. Q. vi. 238.

Q. How often are regimental provost prisons to be inspected?

A. Daily, by an orderly officer and a medical officer, who will report to the C. O. of the corps. Q. vi. 239.

Q. Can soldiers belonging to another unit be imprisoned in a regimental provost prison?

A. Yes, but in all such cases the soldiers imprisoned will be attached to and subsisted by the unit to which the prison is appropriated. Q. vi. 240.

Q. By whom is the regimental provost-sergeant assisted in his duties of preserving order?

A. The regimental police, who are never to exceed six in number. Q. vi. 241.

Q. Do the duties of the regimental police differ from that of the garrison police?

A. They are of a similar character, but are limited generally to maintaining order in their own barracks and units. They have power, however, to quell all disturbances and apprehend offenders of any corps. Q. vi. 242.

PRECEDENCE AND COMMAND.

Q. Describe in general terms the **order of precedence** of the regiments and corps in H.M. service?

A. Household Cavalry, Horse Artillery, Cavalry of the Line, Royal Artillery, Royal Engineers, Foot Guards, territorial regiments, local regiments and departmental corps, the Honourable Artillery Company, Militia, Yeomanry, and Volunteers. Horse Artillery on parade with guns take, however, the right of the line, and march at the head of the Household Cavalry. Q. i. 1.

Q. How are corps to be drawn up on **parade** for the purposes of manœuvring?

A. As the general or other officer commanding may think fit. Rifle battalions should be formed up on a flank—usually the left—of the line of infantry. Q. i. 4.

Q. By whom are the standards and guidons of cavalry carried?

A. Squadron sergeant-majors of Dragoon Guards and Dragoons respectively. Q. i. 9.

Q. Are standards carried by regiments of Hussars and Lancers?

A. No. Q. i. 10.

Q. By whom are the **colours of infantry**, as a rule, carried?

A. The two senior second lieutenants. Q. i. 17.

Q. Describe the saluting colour?

A. It is an ordinary camp colour, 18 inches square, with a transverse red or blue cross on it. Q. i. 20.

Q. By whom must the function of **command** always be exercised?

A. The senior combatant officer or an officer specially appointed to take command. Except in the latter case, precedence is determined by reference to dates of commissions, or, if they are of the same dates, to those of previous commissions. Q. ii. 1; P. W. 107.

Q. Explain the position of **departmental officers** with reference to command.

A. A departmental officer serving in his department shall not, in virtue of his rank, hold any military command outside his department, except over such officers and men as may be specially placed under his command, nor is such an officer entitled to the presidency of courts-martial or courts of inquiry, though he is legally qualified for such posts if duly appointed. Officers of the ordnance store department can command the ordnance store corps or ordnance artificers, and officers of the medical staff have command over the medical staff corps and men attached to it, as well as all patients in hospital. P. W. 268-271.

Q. Are staff-officers entitled to assume command?

A. Officers on the general (but not the personal) staff of the army may assume command on becoming the senior combatant officer present. Q. ii. 2.

Q. State the rule as to half-pay officers.

A. When holding appointments in the civil branches of the army they are not qualified to command.

Q. What precedence and command do local and temporary rank carry with them?

A. The same as permanent rank within the command or country in which they have effect, except in regard to purely regimental matters. Q. ii. 3.

Q. How is the precedence and command of temporary major-generals and brigadier-generals regulated.

A. Temporary major-generals are junior to all permanent major-generals, but senior to all brigadier-generals. Otherwise they rank among themselves according to the dates of their colonels' commissions. Q. ii. 4.

Q. What is the rank and precedence of a captain employed as **brigade-major**?

A. He takes rank as the junior field-officer of the brigade or garrison. Q. ii. 6.

Q. Do officers who resign their commissions retain their rank?

A. General and Field officers and Captains, who have retired with permission to retain their rank and wear the prescribed uniform, may have their names retained in the Army List. As regards eligibility for military employment, no officer who has left the Service has any army status till again called upon to serve. Q. ii. 7; P. W. 103A.

Q. State the provisions as to the relative rank of officers in the different branches of the army.

A. Officers of the Regular and Marine forces command officers of equal rank belonging to the Militia and other branches of the military service. Officers of Yeomanry and Volunteers when serving with the Regular, Marine, and Militia forces, rank as juniors of their respective ranks. Q. ii. 10; P. W. 113.

Q. Can an officer, having rank in the regular service, avail himself of that rank when serving in the Militia or Volunteers?

A. No. He ranks according to the Militia or Volunteer commission he holds. Adjutants are specially legislated for.

Q. Does the relative rank of a naval officer as laid down in the regulations give him any claim to command?

A. No naval officer can assume command of H.M. land forces on shore, nor can an officer of the army assume command of any of H.M. naval forces, unless under special authority from Government for some particular service. Q. ii. 11.

Q. How is the precedence of warrant and N.C. officers regulated?

A. A general table of precedence is laid down. Warrant and N.C. officers of the Permanent Staff of the Militia, Yeomanry, and Volunteers rank with those of the line, according to the date of their appointment. The power of command of N.C. officers in the positions of schoolmasters, bandmasters, clerks, artificers, &c., is limited to the persons specially placed under their orders. Q. ii. 26.

Q. Give a brief description of the position and duties of an officer commanding **troops in a colony.**

A. The Governor of a colony is responsible for its safety and welfare, and in the event of internal disturbances will issue definite instructions as to the employment of troops in suppressing them. When, however, the object and scope of the military operations has been decided, the responsibility for all details in carrying them out rests with the commander of the troops.

When a colony is in danger of being invaded or assailed by a foreign enemy, the officer commanding the troops is alone responsible for their distribution and direction. He should, however, consult with the Governor with the object of avoiding any dispositions unfavourable to the preservation of internal order in the colony. Q. ii. 14-20.

Q. State the general duty of the officer commanding in reference to **returns and correspondence.**

A. He will furnish to the Governor such returns as he may require on the military stores, armaments, and defences of the colony. On all matters which involve civil as well as military considerations he will consult the Governor, and furnish him with copies of any reports he may make on subjects other than military discipline and routine. Q. ii. 18, 23.

Q. Under what circumstances may troops be **transferred** from one colony to another?

A. When several colonies are under one military command, troops may be transferred from one to another with the concurrence of the Governors concerned. In other cases instructions from home would be issued. Q. ii. 21.

Q. Explain the **precedence** of a military or naval C-in-Chief in the colonies.

A. The C-in-Chief in a colony, if of the rank of general or admiral, takes rank next to the Governor, and will in any case retain the precedence assigned to him by Colonial Regulations, notwithstanding the presence of an officer superior to him in rank and holding a wider command. Q. ii. 22, 24.

PROMOTION, EXCHANGE, AND RETIREMENT.

Q. What is the general tenor of the **declarations** which are required to be made by officers in cases of promotion, exchange, transfer, appointment, and retirement?

A. A statement is made that no payment of any sort has been made for the advantage gained, and, in the case of exchange, that it does not originate from any cause affecting an officer's character or professional efficiency. An officer has further to declare that he will do duty for at least twelve months in the corps to which he proposes to exchange. Q. iv. 3.

Q. How is any breach of the undertaking given regarded?

A. As a violation of personal honour, as well as an illegal act.

Q. In what manner must the declaration be made?

A. It must be drawn up in the officer's own handwriting, and the signature duly attested by the officer commanding the corps, or, if the officer is absent from his unit, by a field-officer in command of troops or on the general staff, or a justice of the peace. Where no military authority is accessible, a British consul or magistrate will suffice as a witness. Q. iv. 5.

Q. To whom are **applications** on the subject of promotion, exchange, &c., to be sent?

A. In the case of the R. A. and the R. E., they will be forwarded through the usual channel to the D. A. G. R. A. or the D. A. G. R. E. In other corps to the Military Secretary. Q. iv. 6.

Q. In the case of exchange or transfer from one corps to another, what **certificates** are required?

A. In addition to the declaration of the applicant, his C. O. forwards a certificate stating that the exchange (or transfer) recommended does not originate in any cause affecting the honour, character, or professional efficiency of

the officer, and a medical certificate as to fitness for duty.
Q. iv. 7.

Q. When an exchange or transfer is desired from one fraction of a corps to another of the same corps, to whom is application made?

A. *The Adjutant-General.* Q. iv. 8.

Q. Explain further the regulations on the subject.

A. *The applicant must state the reasons for his application, and accompany it with a medical certificate, and a declaration as to honour, &c. In the case of officers of more than six months' service, the consent of the officer commanding the unit to which they wish to be transferred must be obtained, as well as that of their own C. officer.* Q. iv. 8.

Q. When **retirement** is due to a cause affecting the character of an officer, how is the matter brought to notice?

A. *C. officers in forwarding such applications must state all the particular circumstances of the case.* Q. iv. 9.

Q. Can an officer ordered on **foreign service** avoid going by means of an exchange?

A. *Only under most exceptional circumstances.* Q. iv. 10.

Q. State the rule as to officers exchanging when on **leave**.

A. *The application must be forwarded at least one month before the leave expires.* Q. iv. 11.

Q. What leave is allowed an officer on first joining or on appointment from half-pay?

A. *One month if his unit is at home, two months if it is abroad.* Q. iv. 13.

Q. When an officer, by reason of promotion or exchange, is required to **join a new unit**, what time is allowed him to make the necessary arrangements?

A. *He must join within fourteen days if the new unit is at home, or embark within a month if it is abroad.* Q. iv. 14.

Q. What happens if an officer **fails to join** at the expiration of the above-authorized periods?

12 PROMOTION, EXCHANGE, AND RETIREMENT.

A. He is reported in the regimental returns as "absent without leave," and if he continues absent a month, a special report is made to the Adjutant-General. Q. iv. 15.

Q. To whom does an officer report himself on joining?

A. Officers joining units or depots are to report themselves personally to their C. O. Those joining a station for duty other than regimental, report to the officer commanding it. Q. iv. 16.

Q. State the general rules governing the posting of officers.

A. Officers have no choice as to the particular battalion in which they are to serve, and will be posted as the requirements of the service may dictate. When a transfer from one battalion of a regiment to another is necessary, the junior major, captain, or lieutenant, and the senior second lieutenant is taken, unless a qualified volunteer is allowed to take their place. Q. iv. 17.

Q. Is there any exception to the above rule?

A. Yes. When the position of second in command falls vacant, it should be filled by the senior major of the regiment, irrespective of the battalion he may belong to, provided that the interests of the service do not suffer. Q. iv. 18.

Q. Should an officer be taken prisoner of war, what is the customary procedure?

A. A special court of inquiry is assembled to investigate and give an opinion on the case, and its proceedings are forwarded to the Military Secretary. Q. iv. 19.

Q. When an officer retiring from the service receives a lump sum by the sale of his commission or otherwise, what steps should be taken?

A. In addition to the usual declaration and a medical certificate of health, C. officers will transmit with the application to retire a certificate stating that all regimental and public claims against the officer are paid. In some cases the written consent of the retiring officer is to be obtained for withholding a sufficient sum to pay any future claims that may be made against him. Q. iv. 20; P. W. 85.

Q. What qualifications must an officer possess before being made an adjutant?

A. He must have passed through the School of Musketry and hold a certificate other than the old "second-class certificate." In the case of a corps serving abroad, an appointment may be made subject to confirmation, and to the officer obtaining the required certificate at a subsequent period. Q. iv. 23, 28; M. I. 208.

Q. In filling up the post of adjutant of a battalion of the regular forces, what rule should be observed?

A. The C. officer will forward to the Military Secretary the name of the officer recommended at least one month before the appointment becomes vacant.

Q. How are adjutants of Militia, Yeomanry, and Volunteers appointed?

A. The C.-in-Chief selects officers from an approved list of candidates. Q. iv. 24.

Q. What qualification and test is necessary?

A. The candidate must be recommended by his C. officer. Before appointment he is examined by a board of officers as to his knowledge of the duties of an adjutant and brigade-major, as well as by a medical board. A certificate must also be given that he is able to ride. Q. iv. 25, 29.

Q. Under what circumstances may the examination above referred to be omitted?

A. The following exemptions are allowed—(1.) Officers who have passed the Staff College and are favourably reported on as regimental officers; (2.) Captains who have passed for promotion; (3.) Adjutants of twelve months' experience, provided that not more than five years have elapsed since they were in office. Q. iv. 27.

Q. Are officers who apply to resign at liberty to quit their corps?

A. Not without permission until their name appears in the "Gazette," but officers subject to compulsory retirement should not be retained on regimental duty beyond the date on which their term of service expires. Q. iv. 31.

Q. Who are usually chosen as **governors** of military prisons?

A. Officers on the active list not below the rank of captain. Q. iv. 32.

Q. State in general terms the regulations as to **retirement on half-pay** on account of ill-health.

A. The cause and probable duration of illness must be certified by a medical board. Officers under twenty-five years' service may be placed on temporary half-pay for a period not exceeding five years. Officers under three years' service can only draw half-pay if the medical unfitness was caused by military duty. Q. iv. 33; P. W. 80.

Q. What special reports have to be made on quarter-masters and riding-masters?

A. On the completion of ten, fifteen, and twenty years' service by them, reports must be sent to the Military Secretary by C. officers, stating whether they have performed their duties with zeal and ability, and if their continuance in the service is recommended. Q. iv. 35.

Q. Describe the action to be taken when recommending a N. C. officer for a commission.

A. C. officers, in forwarding the authorised records and certificates, must remember that something more than good character and ability are requisite. The circumstances of each case must be thoroughly investigated and reported on, in order that the C-in-Chief may be able to form a correct judgment as to the desirability of the candidate becoming an officer. The general officer commanding must in all cases see the N. C. officer, and record his personal opinion on the case. Q. iv. 36.

GENERAL OFFICERS AND STAFF.

Q. Define briefly the **responsibility** of general and other officers commanding.

A. Within their commands they are responsible for the discipline and efficiency of the troops, the maintenance of

armaments, works, buildings, and mobilisation equipment, the organisation and preparations for defence of all fortified places. In the field they must arrange the proper disposition of the troops, and from a study of the country be able to utilise its resources and military features. Q. v. 1.

Q. Detail some of the **duties** which fall on a general officer.

A. He is responsible for the compilation of the estimates of expenditure in his command and for the maintenance of a sound and uniform system of control. All units on arriving in the command are to be inspected, and, if necessary, reported upon. No changes in the scales of issue to troops on home service are to be authorised without the sanction of the Secretary of State, and are only to be permitted abroad in cases of emergency. Steps are to be taken to prevent interference with manorial or other public rights, and to maintain friendly intercourse with the civil authorities. Riots and disturbances in which troops have been engaged are at once to be reported. Q. v. 2, 10.

Q. Are soldiers allowed to be employed in **harvest work**?

A. Yes; provided the employment of the population is not thereby interfered with, and that no labour disputes exist between farmers and their men. Q. v. 8.

Q. When may troops be placed **under canvas**?

A. In the summer months. The special sanction of the C-in-Chief is required for encamping troops between the 1st of October and the 30th of April. Q. v. 9.

Q. When it is necessary to raise an auxiliary force in any of the colonies, what steps are to be taken?

A. Authority will be obtained from the S. of State for War, but where this is not possible, the officer by whose authority the force is raised will at once report to the S. of State for War the arrangements that have been made. Q. v. 11.

Q. Explain the duty of a general officer commanding a station abroad with regard to making advances from the **Treasury** chest.

A. The Treasury chest is maintained for Imperial services, and no advances are to be made to Colonial Governments except in the case of war or grave emergency, and even then no advance will be made without the sanction of the Home Government, if such sanction can be obtained in time. Any advance made must be immediately reported to the S. of State for War. Q. v. 12.

Q. Is prize-money to be distributed by officers in command of troops?

A. On no account. Prize-money is the property of the Crown, and must be dealt with in accordance with the Parliamentary Acts. Q. v. 15.

Q. What is done with official books and documents when an officer **relinquishes a command** or when the command is broken up?

A. In the first case, they are handed over to his successor; in the second, the official records and returns are to be made up to date and transmitted to the Adjutant-General. Q. v. 16.

Q. At what time of year should the annual inspection of units by a general take place?

A. Cavalry in April, other units in July. When battalions, however, are shifting quarters in the summer, the inspection should take place before they leave the district they are serving in. A staff-officer usually accompanies the general. Q. v. 18.

Q. Describe the general method of inspection.

A. Troops should be inspected—(1) in quarters (one day); (2) in the field (several days). In the case of cavalry, the chief portion of field-work is left to be dealt with by the Inspector-General of Cavalry. Q. v. 20.

Q. State the various subjects in which the efficiency of a corps is to be tested.

A. Besides the formal inspection on parade and in physical training, troops will be exercised in field manœuvres, field-firing or musketry, shelter trenches, attack and defence of posts, range finding, outpost duty, marches, advanced

and rear guards, bivouacking, pitching tents, construction of field-kitchens, and camp-cooking. Q. v. 21.

Q. How is the capability of officers examined?

A. By giving them a suitable command, and requiring them to execute exercises and movements without previous notice. Company officers will be tested also in fire-discipline, range finding, and the imparting of instruction in musketry. Q. v. 22.

Q. Describe an inspection report.

A. It is divided into two parts. The first gives the result of continued observation as to the general efficiency of units, and is addressed to the Adjutant-General; the second comprises an exhaustive report on every officer in units and on the staff, and is forwarded to the Military Secretary. Inspection reports of officers commanding brigades are forwarded through general officers commanding divisions, districts, or stations, who will state on them how far they concur therein. Sub-reports on officers of a portion of a unit (detached from headquarters for a period exceeding six months under the command of a field-officer) are to be forwarded to the C. officer of the unit, and may be called for by the inspecting officer. The reports on officers made by the Inspector-General of Cavalry are forwarded through the general officer commanding the district. Q. v. 25, 31, 36.

Q. How are departmental officers and adjutants of Militia, Yeomanry, and Volunteers (on the active list) reported on?

A. Annual confidential reports are rendered by the prescribed authorities to general officers commanding districts, who forward them with their own remarks to the War Office. Q. v. 28.

Q. Who fills in the confidential inspection report on officers?

A. The officer commanding the unit, but the inspecting general will satisfy himself as to the correctness of every entry made, and the justice of the grounds on which the opinions expressed are based. He will further report on

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the C. officer himself, and supplement as far as possible his reports. Q. v. 32.

Q. In what manner is the fitness for promotion of officers secured?

A. In the case of the two senior officers of each rank in a unit of cavalry and infantry, the C. officer and the inspecting officer both record an opinion as to their fitness for promotion to the next higher rank. A similar opinion is given regarding each of the fifty senior officers of each rank in the Royal Artillery, and each of the twenty seniors in the Royal Engineers. Q. v. 33.

Q. Describe the procedure when an officer is **disadvantageously** reported on.

A. The particulars of the report are to be read verbatim to him by the officer making it, in presence, when possible, of the inspecting officer and of the second senior officer of the corps. If the officer unfavourably reported on is not present at the time of inspection, the particulars will be communicated to him by letter. Q. v. 35.

Q. In what way is the case of officers **under three years'** service treated?

A. A special and independent report is also made by the three senior officers of the corps, stating whether they consider the retention of these officers in the service in every respect desirable. Q. v. 34.

Q. What special instructions are given as to the preparation of **confidential reports**?

A. Brief replies in the negative or affirmative to the questions asked are of little value. C. officers must be reported on at length, and the superior attainments of any particular field-officer or captain must be brought to notice. All questions bearing on the interior economy and efficiency of a unit should be answered in detail. Q. v. 37.

Q. To what points is the attention of an inspecting general specially directed?

A. Officers' mess, regimental band, dress and appointments of officers, clothing of men, possession of the autho-

rised books, defaulter books, and other regimental books and accounts, soldiers' messing and cooking, growth of hair, &c. Q. v. 38.

Q. How are defects and irregularities noted by an inspecting general to be remedied?

A. *The orders for rectification will, if necessary, be embodied in the permanent order book. He is also to state in his report in what manner, and with what effect, orders given at a previous inspection have been obeyed.* Q. v. 40.

Q. Are officers and soldiers allowed to bring their grievances to the notice of the inspecting general?

A. *They should always be afforded an opportunity for doing so. Soldiers' claims should be fully and distinctly stated, with a view to their being investigated and adjusted as soon as possible after the inspection, which is not in ordinary cases the occasion on which they should be brought forward.* Q. v. 39.

Q. Give some details of the annual district report which has to be furnished by general officers commanding.

A. *The object of the report is to afford the C-in-Chief full information of the state of the command, and of any important matters that may have occurred in it during the preceding year. The following subjects are to be reported on:—The health of the troops, the general condition of the defences and barracks, and the progress of military works, general condition of mobilisation equipment, stores, store-houses, &c., the working of any new regulation or system, the utility of any new arm or equipment.* Q. v. 41.

Q. What restrictions in regard to local matters are imposed on a general inspecting in a district he does not command?

A. *He is not to interfere with the orders, control, or supervision of the district, but will report to the C-in-Chief on all matters in his own branch of the service not locally connected with the district. Before making an inspection, the general of the district should be communicated with.* Q. v. 43.

Q. Under what regulations are war games conducted?

A. *They will be considered as parades, and be carried out at all stations where tactical models are provided under the instructions laid down in the "Memorandum on War Games."* Q. v. 44.

Q. By whom is the inspection of the **Royal Artillery** at home and abroad to be carried out?

A. *General officers of the Royal Artillery and colonels on the staff commanding R. A. districts. The commandant at the School of Gunnery also acts as an inspector of artillery instruction.* Q. v. 45, 48.

Q. Who inspects the force of **Royal Engineers**?

A. *The Inspector-General of Fortifications, but this does not interfere with inspections in matters of interior economy, discipline, and drill by other general officers of cavalry or infantry. He will advise the C.-in-Chief on all questions relating to the general distribution and technical instruction of the corps.* Q. v. 49, 53.

Q. Define briefly the special duties and responsibilities of the **officer commanding the Royal Artillery** in districts or stations.

A. *He is responsible for the efficiency of all armaments mounted in fortresses, and all guns, ammunition, and artillery matériel in his command. He will put forward requisitions to keep the armament and stores up to the regulated proportions.* Q. v. 52.

Q. State the duties of the commanding **Royal Engineer**.

A. *He is charged with the effective distribution and inspection of the Engineer arm in the command, inspects all works and buildings, and is responsible for all stores in his charge. He affords assistance in instructing troops in field-engineering.*

Q. Describe briefly the duties of an **Inspector of Warlike Stores**.

A. *He superintends the inspection, examination, and minor repairs of ordnance in his charge, the examination*

of gunpowder, gun-cotton, fuses, tubes, and other munitions of war, the carrying out of laboratory operations, and the repair of laboratory stores. O. S. 53.

Q. Specify the chief regulations affecting the **appointment of staff-officers.**

A. Officers must belong to the regular forces, and have at least four years' service, and be able to ride well. No regiment of cavalry is allowed to have more than one major or captain and one subaltern, and no battalion of infantry more than two majors or captains and two subalterns, absent at one time on staff employ. No officer will be appointed a D. A. A. General or Brigade Major who has not passed through the Staff College, or been trained in the Army Service Corps, except officers holding the rank of lieutenant-colonel and certain officers of the R. E., and those of proved ability in the field. Aide-de-camps who have not a Staff College certificate must have passed for promotion to the rank of captain, and pass a further examination in French. Officers under the rank of captain are not eligible for the post of brigade-major. Q. v. 55-61.

Q. State the rules as to the **tenure** of staff appointments.

A. The term of an ordinary staff appointment is five years. A D. A. A. General for Instruction may have his time extended for two years. On completion of their period of employment, regimental officers on the personal staff of a general or governor must rejoin their regiment for two years before being again similarly employed. A staff-officer at home or in the colonies (unless seconded, or a substantive major who has been replaced by an additional captain) must rejoin his regiment when ordered to India or on active service. Staff-officers in India (unless seconded or specially exempted) vacate their appointments when their regiment quits the country. Q. v. 62-64; P. W. 42.

Q. Upon what system is the **general staff** of a district or station divided?

A. The general allots among his staff the several duties in such a manner as will best ensure their efficient performance. When there is more than one staff-officer, a chief

staff-officer is named in orders. For convenience of administration, the work is divided into three main groups, and, when it can be avoided, the subjects of these groups are not mixed up in the work of any one officer. Q. v. 67.

Q. Classify briefly the work of each group.

A. (a.) Discipline, interior economy, drill, military training and instruction, musketry, signalling camps, schools.

(b.) Arms, ammunition, clothing, equipment, supply, transport, movements, distribution and quartering, barracks, charge of garrison libraries, hire of buildings and land for camps, ranges, &c.

(c.) Engineer services (allotted to the District Commanding Royal Engineer). Q. v. 68.

*Q. Explain the position and duties of the **brigade-major**.*

A. The brigade-major is a staff-officer attached to the brigade, not to the personal staff of the officer commanding it. He is to keep and regulate the roster of the brigade duties, inspect all the guards, outposts, and pickets furnished by the brigade, and see they are withdrawn when the brigade is to march. His station on a march is in front of the leading regiment of the brigade. All reports and correspondence from officers belonging to the brigade, intended for the information of the officer commanding, are to be addressed to the brigade-major. Q. v. 69.

*Q. What are the functions of a **military secretary** or assistant military secretary?*

A. He is the confidential staff-officer of the general, and is the channel of communication on all subjects connected with promotion, and generally such as do not fall within the province of the Adjutant-General's department. Q. v. 70.

*Q. Specify the duties of officers of the **Army Service Corps**.*

A. They are intrusted with the executive duties connected with the supply of all transport, provisions, fuel, light, and supplies of every kind for the use of all branches of the army, and the allotment of barracks and quarters, and their equipment. Q. v. 72.

Q. With what object is the **Ordnance Store Department** established?

A. *It provides, receives, holds, issues, and accounts for munitions of war required for all branches of the service, and all military stores, clothing, and necessaries for use in the field; it also provides and issues on demand all barrack, hospital, and military prison stores.* Q. v. 74.

Q. How are the ranks of officers in the above corps and department filled?

A. *Commissions in the Army Service Corps may be given to officers of the Regular Army and Militia, cadets, warrant and N. C. officers, and persons admitted by open competition. Commissions (other than that of quartermaster) in the Ordnance Store Department may be given to officers with not less than five years' commissioned army service. Appointments are made subject to certain qualifications and restrictions, and in all cases candidates are to be on probation for a year.* Q. v. 73, 75; P. W. 2A, 290.

Q. Explain how appointments in the **Army Pay Department** are filled.

A. *Candidates must be combatant officers of the regular forces, under the age of forty, and with not less than seven years' commissioned service. After selection, candidates are attached to a pay-office for instruction, and must subsequently pass an examination before a board as to their knowledge of accounts and financial regulations.* Q. v. 78; P. W. 381.

Q. State the principal regulations as to the appointment and service of **military staff-clerks**.

A. *A candidate for these appointments must have a rank not below that of corporal or bombardier, have not less than three years' service, be of good character, and possess a first-class certificate of education. Before an appointment can be confirmed, a probation of three months must be undergone, and be satisfactorily reported on. Staff-clerks, after five years' service as such at tropical stations and seven years at other stations abroad, will, if they desire it, be sent home or to some other station abroad. No clerk or N. C. officer*

employed on the staff will be permitted to retain his appointment if he takes his discharge, but efficient clerks will, if necessary, have their service continued. A confidential report on the staff-clerks in each command or department is to be sent to the Adjutant-General on the 1st of January. Q. v. 88; Al. 419.

Q. What regulations have been recently issued as to military staff-clerks?

A. No further appointment will be made to the corps except to supply vacancies in the R. A. and Pay-offices. With the above exceptions military staff-clerks will be offered a transfer to the staff-clerk section of the Army Service Corps (which will supply future vacancies), and those who do not accept the transfer will be attached to the Army Service Corps. A. O. 1/93.

MILITARY EDUCATION.

Q. How is admission to the Staff College regulated?

A. Twenty-eight vacancies are offered for competition annually, which will be filled as follows:—Three by officers of the R. A., two by officers of R. E., with an additional vacancy per annum for each corps alternately, provided the candidate is among the first twenty-four on the list; eighteen by officers of the other arms, three by officers of the Indian Army, and one by an officer of Marines. In addition, the C-in-Chief may nominate four officers annually, and one of the officers of the Indian Army every alternate year. These officers will only be obliged to qualify for entrance. As a rule, not more than one officer from the same battalion of infantry or regiment of cavalry will be allowed to be at the College at the same time. No officer will be permitted to compete for admission after thirty-seven years of age, and students at the College who are promoted to the rank of regimental lieutenant-colonel are liable to be ordered to rejoin their regiments. Q. ix. 2; A. O. 374/90.

Q. What **qualifications** must a candidate possess?

A. A service of not less than five years, and certificates to show that his name is on the selected list, that he is a thoroughly good regimental officer, that, if not a captain, he has qualified for that rank, that he is a fair rider, in good health, and in every way physically fit for the active duties of the staff. Satisfactory replies must also be given to a series of questions on his character, conduct, and habits.

Q. ix. 3.

Q. What is the rule as to keeping a list of **officers recommended** for admission to the Staff College?

A. Every C. officer will keep a list of those captains and subalterns of over three years' service whom he can recommend for admission as thoroughly good regimental officers who are likely to do well on the staff. The list must be kept carefully revised and be shown at general inspections. *Q. ix. 4.*

Q. State the conditions to be fulfilled before **permission to compete** at the entrance examination can be granted.

A. An officer must be present and serving with his corps. Adjutants of Militia, Yeomanry, or Volunteers will have to vacate their appointments and serve one year with their corps before they are considered eligible. Candidates otherwise qualified will then have to be attached for a month to the staff, and be favourably reported on. *Q. ix. 6.*

Q. How is a **practical knowledge** of field movements ensured to officers who have passed through the Staff College?

A. They are attached for four months during the following drill season to the arms of the service other than their own, and carry out a detailed course of duties therein.

Q. ix. 9.

Q. State briefly the rules in force for encouraging the study of **foreign languages**.

A. Examinations are held twice a year, and officers are noted as "passed" or "interpreters" according to the

marks they obtain. *Special leave of absence for six months is annually granted to a limited number of officers who pass in Russian, Turkish, Arabic, and modern Greek, to enable them to further perfect themselves in these languages. A reward of £200 for proficiency in Arabic and Turkish, and £150 for proficiency in Russian, will be granted to a limited number of officers qualified as interpreters. Departmental officers are not allowed the special leave of absence above referred to, nor are they eligible for the reward.* Q. ix. 41; A. O. 248/90.

Q. What classes are annually formed at the **S. M. E. Chatham**?

A. 1. *Officers' field-work and surveying class.* 2. *Cavalry pioneer class (one subaltern and one sergeant from each regiment at home).* 3. *Pioneer sergeants' class (for N. C. officers and privates).* 4. *N. C. officers' field-works class (to qualify as assistant-instructors).* Q. ix. 48.

Q. State the regulations to be adhered to in selecting N. C. officers and men for instruction.

A. *They should have at least two years' service, and be able to write well from dictation, and work questions in simple arithmetic. Those for the pioneer sergeants' class should in addition be able to keep simple accounts. Besides kit and clothing, only side arms and waistbelts are to be taken to Chatham, and married men are not to be accompanied by their families. N. C. officers and men with less than three years' unexpired army service are ineligible.* Q. ix. 51.

Q. What three classes are formed at the **Veterinary School at Aldershot**?

A. *A class for officers of the mounted branches, and those who volunteer for instruction in the care and management of horses and other animals under the varying conditions of service, a class for instructing veterinary officers in the incidents of military veterinary work, and a class for teaching farriers, shoeing smiths, and others the care and management of sick horses, the treatment of accidents, and the principles of shoeing. A certificate is granted to*

those officers and farriers who pass the qualifying examination held at the termination of their course of instruction.

Q. ix. 53.

Q. What is laid down as to the object and supervision of Army Schools?

A. They are established to afford a sound and useful education gratuitously to N. C. officers and men, and to the children of officers, warrant officers, N. C. officers, and men who are serving or have died in the service. The children of certain other persons connected with military life are educated either gratuitously or on a small payment. The schools are under the supervision of the Director-General of Military Education, aided by Inspectors of Army Schools, who are under the orders of the G. O. C., and should be afforded every facility for conducting their half-yearly examinations. Q. ix. 57-64; P. W. 94o.

Q. What are the different classes of army schools, and who is responsible for their general direction?

A. Adult and elder children's schools, and those infant schools attended by the children of more than one regiment or corps, are "garrison schools," and the remaining infant schools are "regimental schools." The direction and visiting of garrison schools will be provided for by the general or other officers in command, while regimental schools will be supervised by C. officers of units. Officers on visiting a school will record the fact in the book kept at the school for the purpose. Q. ix. 60 et seq.

Q. State the principal regulations as to the attendance of N. C. officers and men at army schools.

A. Every N. C. officer will attend school until he obtains a second-class certificate, and when not on guard or fully occupied by musketry and field training taking place simultaneously, will attend either afternoon or evening classes. The attendance of soldiers at school is voluntary, but when the name of a soldier is placed on the school-books, he must attend regularly and continuously for a period of three months, or until he obtains a higher certificate of education. Regular attendance is understood to mean, in the case of

a soldier at duty, attendance at least three times a week. Enlisted boys will attend school until they obtain a second-class certificate, or until they obtain the age of eighteen. N. C. officers, privates, and boys are to be encouraged in every way to attend school and obtain the higher educational certificates. Q. ix. 68-71.

Q. What are the rules as to the attendance of **soldiers' children** at school?

A. It is the duty of C. officers to take care that the children of warrant officers, N. C. officers, and men attend school regularly from the age of four to that of fourteen, unless Standard VII. has been passed before attaining the latter age. With the approval of the G. O. C., soldiers may, however, be permitted to send their children to an "efficient" civil school (provided no expense is caused to the public), but the efficiency of the education is to be tested at the regular examinations held at the army schools every six months. Where no army schools exist, the fees of civilian schools certified as efficient will be defrayed by the public. Q. ix. 75 ; P. W. 946A.

Q. For what purposes only may chapel schools be used?

A. Church services, school work, and lectures on religious, temperance, and educational subjects. Q. ix. 80.

Q. What persons are eligible for the situation of **schoolmaster**, and how do N. C. officers and soldiers become qualified?

A. 1. Pupil teachers who have served not less than one year in the military schools at Chelsea or Dublin. 2. N. C. officers and soldiers of the regular army holding first-class certificates of education. 3. Trained civilian schoolmasters. 4. Civilian teachers at a training college (provisionally subject to certain conditions). The two first classes must pass a competitive examination. All selected candidates will do duty on probation as assistant-schoolmasters for one year. N. C. officers and soldiers serving at home stations, and between sixteen and nineteen years of age, may compete at the annual examination for pupil teachers. Q. ix. 81 ; S. R. 140.

Q. Under what circumstances are soldier assistants authorised?

A. When the numbers attending a garrison school make assistance necessary. Soldiers thus employed should not be withdrawn except to attend a musketry course, or when they are absolutely wanted for some urgent regimental duty. For the purpose of keeping clean school buildings, &c., a permanent school orderly should always be appointed.

Q. ix. 62, 66.

Q. What are detachment schools?

A. Those specially authorised at out-stations under an acting schoolmaster, for the education of adults and elder children. **Q.** ix. 60.

Q. State the regulations as to the professional examination of N. C. officers.

A. An examination is necessary before promotion to the rank of corporal, bombardier, or sergeant. Bombardiers may be promoted to the rank of corporal without a further examination. Regimental boards of officers will be assembled when necessary, and examine the candidates according to the authorised syllabus by means of vivâ voce questions, and by practically testing their knowledge and ability on parade. The results of the examinations will be published in regimental orders, and in the event of the candidate qualifying in all the subjects, an entry to that effect will be made in his military history sheet, and a certificate (C. 2111) will be issued to him. Officers commanding squadrons, batteries, or companies will assemble their candidates once a week during the month preceding the examination, and assist them in their preparation for it. The examination is not required in the cases of promotion to armourer-sergeant, or to a position of the nature of an appointment, or to the several grades of artificers. **Q.** ix. 85.

GYMNASTIC TRAINING.

Q. An officer wishes to qualify for the appointment of **superintendent of gymnasia**, what action should he take?

A. He must apply to the G. O. C. for permission to attend the class of instruction annually formed at the Aldershot Gymnasium. If the request is sanctioned, he will have to defray his own travelling expenses to and from Aldershot. Q. x. 2.

Q. How are N. C. officers trained as **instructors in fencing and gymnastics**?

A. Classes are formed on the 1st of January and 1st of July in each year at the gymnasia at Aldershot and the Curragh. Candidates will be selected from men who have undergone a gymnastic course in their regiment, and are unmarried, not over twenty-five years of age, good swordsmen (if in mounted branches), and in every way physically fit for their work. If over three years' service, a candidate must be willing to extend his service to twelve years. All N. C. officers who obtain a certificate will, when practicable, attend a gymnasium for instruction once a week, in order to maintain their condition of efficiency. There should be at least two N. C. officers in each regiment or battalion, and one in each battery or company of artillery, qualified to act as an assistant instructor. Q. x. 3, 6.

Q. In what manner are the instructors at gymnasia selected?

A. Sergeant-instructors are chosen from duly certificated N. C. officers and men of the army on the recommendation of the inspector of gymnasia, and may afterwards be promoted to the grade of Q. M. sergeant-instructor. They will be borne as supernumeraries to the strength of their corps, and are not liable to removal except for misconduct or inefficiency. Qualified N. C. officers may also be appointed assistant-instructors with the sanction of the general commanding the district. Q. x. 5, 7; P. W. 910.

Q. What are the rules as to the **examination** and dress of men going through a course of gymnastic instruction?

A. A strict medical examination is first made, and measurements of height, chest, fore-arm and upper arm taken. The measurements are again taken at the end of the course, and all particulars, together with age and weight of each man, are entered in the measurement book. Men under instruction are to take their great-coats with them in cold or windy weather, button them up on returning from drill, and go straight to their rooms and dry themselves. Q. x. 8.

Q. Who is responsible for the proper care and ventilation of a gymnasium, and the cleanliness and good condition of its apparatus?

A. The senior instructor. Q. x. 10.

Q. Give some details as to the gymnastic **training of recruits**.

A. The course for recruits of mounted corps will last two months, and will be carried out simultaneously with the foot-drills, and before instruction in riding is commenced. The course for infantry and dismounted men will last for six weeks, and commence after the completion of the physical training, which usually lasts a month. Weak and awkward men may be kept under gymnastic training for three months. Young officers on joining go through the recruit course, but when efficient may be dismissed. Officers who have obtained three-fourths of the maximum marks in gymnastics at Sandhurst are exempted. Q. x. 12.

Q. With what object is the gymnastic **training of the drilled soldier** carried out?

A. To harden and strengthen him, and enable him to cover 1000 yards or more of ground at a rapid pace, and find himself in good wind, and able to use his bayonet efficiently. In camps or garrisons a number of men (not exceeding one-sixth of the whole) are selected for a three months' course if medically fit. They are then formed into squads, and attend the gymnasium every alternate day for

an hour, provided that guard duties are not interfered with. Attendance is compulsory only in the case of men under thirty years of age. In all gymnasia there are voluntary classes which men who have undergone one month's instruction are allowed to attend. Q. x. 16.

Q. What reports are made as to gymnasia?

A. A duplicate of the quarterly reports from each superintendent in charge to the inspector of gymnasia is forwarded to the G. O. C., and from these reports is compiled an annual return on the condition of the gymnasia, and the numbers and progress of the men attending it, which is to be forwarded to the Adjutant-General. Medical officers will also report on the effect of this gymnastic training on the health and physical development of the men. Q. x. 20.

Q. Give the rules as to carrying out the practice of running drill.

A. It is to be practised at the early morning or afternoon drills, but the same men are only to run once a day. For the first fortnight the distance is not to exceed 300 yards, for the second 600 yards, and for the third 900 yards, at the end of which time the practice is to be carried on daily at 1000 yards, the men running on alternate days, with arms and accoutrements. The pace is not to exceed six miles an hour. When the ground admits of it, the men are to run fifteen or twenty abreast; otherwise by companies in "fours." After a regiment is sufficiently trained, some movements at each drill should be performed at the "double," except when the men are in marching order. In tropical climates the above rules may be modified. Q. x. 22.

Q. Describe the course of instruction of a cavalry recruit in fencing and single-stick drill.

A. The recruit is taught fencing for one hour a day for thirty days, and afterwards single-stick for one hour a day for forty days. Before competing for swordsmanship prizes, every trained soldier is required to go through a further annual six days' course of single-stick drill. Young officers on joining are to be put through the recruit course. Q. x. 23.

Q. Are infantry officers obliged to learn fencing and single-stick drill?

A. Yes; young officers on joining are to be put through a complete course at a gymnasium, and all other officers should be encouraged to practise these exercises. *Q. x. 24.*

Q. What are the rules as to instruction in swimming?

A. Where facilities exist, regular bathing parades are to be formed during the proper season, and skilled swimmers distributed through the squads to instruct the men. Small pickets of expert swimmers are to be told off to attend the bathing-places and assist men in danger. A list of swimmers is to be kept, and the progress of men in swimming is to be tested periodically under the superintendence of an officer. *Q. x. 25.*

HORSES AND STABLE MANAGEMENT.

Q. Explain how remounts are obtained for the service.

A. The Inspector-General of Remounts arranges for the purchase of young horses. The general fitness of horses for their work is determined by the purchasing officer, while their soundness and age are certified by an army veterinary officer. The horses purchased are either delivered direct to a corps or taken on special trial at an army remount depôt till finally accepted or returned to their owners. A description of all horses and mules bought are kept in the Army Horse Record at the War Office, and a number is assigned to each animal. *Q. xi. 2; Al. 595.*

Q. Are officers allowed to purchase Government horses as chargers?

A. All officers under the rank of lieutenant-colonel requiring chargers may be permitted to procure one or two horses from among the remounts at the price of £52 each. Officers of the R. H. Artillery and cavalry may, under similar conditions, also procure from the ranks horses not detailed for the use of N. C. officers. *Al. 610-620.*

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Q. How is every horse or mule passed into the service marked?

A. The army number is branded on the hind-feet, the units, tens, and hundreds on the off hind-foot, and the number of thousands on the near hind-foot. Q. xi. 3.

Q. How are the remounts transferred from a dépôt to a corps?

A. Soldiers with head collars, bridoons, stripped saddles, horse-brushes, &c. (but without arms or accoutrements), are sent to the remount depot for the horses. The arrival of the horses at the corps must be reported to the Adjutant-General within twenty-four hours, and any casualties mentioned. A special report must be made on any animal taken ill within one month of joining. On receiving remounts, a veterinary history sheet is prepared for each animal, and its number and description entered in the Regimental Horse Book (A. B. 92). Q. xi. 6.

Q. When a mounted corps proceeding abroad leaves its horses behind, how is their transfer to another corps effected?

A. The Regimental Horse Book (A. B. 92) is delivered over to the officer deputed to take over the horses, and a report that this has been done is sent to the Adjutant-General. Within a week after the reception of the horses the C. officer of the unit to whom they are allotted will report as to the completion of the transfer. Q. xv. 12.

Q. State briefly the regulations as to casting horses.

A. C. officers will forward annually, at the conclusion of the drill season, a return to the Adjutant-General of any horses they consider unfit for the service. The Inspector-General of Remounts will then himself inspect and cast the horses, or direct some other officer to do so. Special cases requiring immediate action will be dealt with as they occur by the G. O. C. All returns and applications are to be accompanied by the veterinary history sheets. At stations abroad the G. O. C. will authorise casting in all cases. The annual returns should include horses of fifteen years or upwards which are either inefficient from age or likely

to become so during the following twelve months. *Vicious animals of the infantry transport will be reported on by a Board, and the proceedings submitted to the War Office. Cast horses are sold by public auction, and the amount realised credited to the public.* Q. xv. 13 et seq. ; Al. 626.

Q. What is done with the carcasses of **dead horses**?

A. *When horses die or are killed for glanders or farcy, application is to be made at once to the local authorities to remove and dispose of the carcasses. In other cases they are sold, and the amount credited to the public, or they are buried and covered with quick-lime, care being taken that no inhabited building or source of water-supply is within 200 yards.* Q. xi. 20, 36 ; Al. 639.

Q. Explain generally how remounts should be treated.

A. *They should be taken into quiet work on joining, and the duration of daily exercise increased as their corn is augmented. A spare stall should, if practicable, be left between each horse, and the hind-feet may, if thought necessary, be left unshod until the animals have been trained.* Q. xi. 21.

Q. Where is the **regimental number** of a horse to be found?

A. *Cavalry troop horses are numbered in the fore-feet. In the Artillery the battery designation is marked on the off fore-foot, and the battery number on the near fore-foot.* Q. xv. 23.

Q. To what extent may the coat and tails of horses be trimmed and removed?

A. *Horses may at discretion be singed or clipped under the belly, inside the fore-arm and thigh, down to the knee and hock, but are not to be singed or clipped to such an extent as to render blankets necessary as a protection from the weather. Tails should reach from 6 to 8 inches above the hock.* Q. xi. 24.

Q. What authority is necessary for the **transfer of a horse** from one unit to another?

A. *The C-in-Chief at home and the G. O. C. abroad. The following documents are to be sent with them :—No. 1*

Report (O. 1640), descriptive return (B. 88), and veterinary history sheet (B. 270). In the descriptive return is to be inserted a veterinary certificate that the horses are sound, well shod, and free from disease, and that they have not been in stables with infected horses within the preceding two months. Horse billets when charged are shown on the roll (F. 718) of the corps to which horses are transferred. Q. xi. 26, 71; Al. 151.

Q. Under what circumstances are sick and lame horses removed from one station to another by railway?

A. When horses cannot be left at a military station in charge of a military veterinary officer, or when serious injury to a horse is thereby avoided. A veterinary certificate specifying why the horses are not in a fit state to proceed by road is to be appended to the application for a route. Q. xi. 28.

Q. State briefly the points to which the attention of C. officers is specially drawn.

A. The frequent inspection and proper ventilation of stables, the prevention of slipping in the stalls, the minute periodical inspection as to the soundness of horses and the fitting of saddles (once a week in the winter). Q. xi. 30.

Q. What are the regulations as to the destruction of horses in case of emergency?

A. The G. O. C., or, when reference to him cannot be readily made, the senior officer at the station, may order the destruction of a horse on account of contagious disease or incurable injuries, after receipt of a veterinary certificate showing the necessity for the measure. In every case, either before or after the horse is destroyed, according to the degree of urgency, a Board will be assembled to view the body and take evidence of the whole of the circumstances of the case. The death or destruction of any horse or mule is to be immediately reported to the Adjutant-General by the C. officer. Q. xi. 34.

Q. What rules are laid down as to food and water for horses?

A. Water always before feeding, and never shortly after

feeding. Divide the hay ration between the mid-day and evening meal. Give 3 lbs. oats at morning and mid-day, and 4 lbs. at the evening feed. A proportion of chaff with each feed is advisable, as well as a bran mash on Saturday nights. Q. xi. 40.

Q. What is stated as to the management of bedding?

A. With care, the allowance of 8 lbs. of straw should admit of bedding down every afternoon. Care should be taken in shaking up and airing old bedding, and only removing from it dung and very short refuse. It should be placed in the open in ordinary fine weather, but not allowed to get wet, or, on the other hand, to become dry and brittle. Wheaten straw is preferable to oaten or barley straw. Q. xi. 42.

Q. Describe the ordinary routine of stable duties on return of horses from work.

A. "Stables" should sound fifteen minutes after the return. Metal work of saddlery and harness may be rubbed over with an oiled rag. Horses should be groomed and thoroughly cleaned in an hour. After passing, horses should be watered. After all or nearly all the horses are passed, the whole are bedded down and the "feed" sounded. Men may be allowed to get on with their saddlery and harness after their horses are passed, but the bulk of this work is done at evening stables. When troops return near the dinner hour, the saddles and numnahs are to be kept on, the horses fed and watered, and doors and windows on at least one side of the stables closed to prevent draughts. "Stables" are then sounded about an hour after dinner. The practice of washing legs and heels is forbidden, and the heels of coarse-bred horses used for draught should not be close clipped. Q. xi. 38, 46.

Q. What is done with regard to horses coming in from work at irregular hours?

A. The men should be sent down to stables as soon as possible, and after their horses and kits are clean, allowed to leave. Q. xi. 56.

Q. Why are **young horses** to be kept in separate stables as far as possible?

A. Because they are brought into stables at irregular hours and disturb the regularity of stable arrangements, and also because they require more ventilation and to be kept cooler than old horses. One good man should be told off to every two young horses. *Q.* xi. 59.

Q. State the precautions to be taken as to the ventilation of stables.

A. As soon as the horses have been taken out, every door and window should be opened until they return. So long as draughts and extreme cold are prevented, the more fresh air there is in a stable the better.

Q. Describe briefly the position and duties of a military veterinary surgeon.

A. He is to have free access to all the stables, and on all occasions his suggestions for the cure and treatment of the horses and the ventilation of the stables should be adopted and enforced. He is to make a daily report to the *C. O.* of all sick and lame horses. *Q.* xi. 66.

Q. Describe the measures to be taken for the **prevention of disease** and spread of infection.

A. In all cases where an infectious disease is suspected, the horse is to be immediately separated from the others. When glanders, farcy, or other infectious disease has appeared, the stables from which the horses have been removed are to be thoroughly cleaned with soap, hot water, and quick-lime wash, and infected horse appointments, clothing, stable implements, and litter destroyed. The clothing of soldiers employed with glandered horses must be destroyed if it cannot be disinfected. A detailed report of all cases of contagious disease is to be sent by the first post to the *G. O. commanding.* *Q.* xi. 69.

Q. Under what circumstances may **civilian veterinary surgeons** be employed?

A. In cases of sickness at stations where there is no veterinary officer, application should be made through the *G. O. C.* for one to be sent from the nearest station. If

none is available, or the life of a horse is in danger, a civilian may be employed, but the circumstance must be at once reported by the C. officer to the Director-General, Veterinary Department. The civilian must in all cases agree to accept in regard of charges an amount to be approved by the Director-General. Q. xi. 72.

Q. Explain how forage is procured.

A. Contractors engage to supply and keep at stations a certain stock of forage, according to the conditions of the contract. The supply officer is responsible for the quality of the reserve stock and its maintenance; but if there is no supply officer, all forage offered by contractors will be inspected by a regimental officer, who should not be under the rank of captain. No forage will be admitted into a store unless it is passed as prescribed, and as a general rule it should only be received and issued at certain fixed hours.

Q. xi. 77, 80.

Q. What arrangements are made for its issue to troops?

A. The daily supply tendered will be inspected and a proportion of it weighed by the captain of the day (or orderly officer), and if then objected to, must be replaced by forage of unobjectionable quality. Objections against forage which has been removed from the garrison store after issue to the troops will not be entertained except in the case of unbroken trusses of hay. Q. xi. 79.

Q. May officers temporarily employed on mounted duty at manœuvres or camps of instruction draw forage allowance?

A. Yes, for horses actually kept; but the issue is limited to the period of temporary duty, and two days before and after it. AL. 139.

Q. State the general rule as to drawing forage for the horses of officers during the absence of their owners.

A. General officers drawing pay during leave of absence can always draw forage. Officers of cavalry and Horse Artillery may draw forage for horses left at a station, but in other cases forage will only be drawn if the horses are

placed at the disposal of the officer commanding the station.
Al. 140.

Q. Give some details as to the scale of **daily issues.**

A. In quarters, 10 lbs. oats, 12 lbs. hay, 8 lbs. straw; in camp, 12 lbs. oats, 12 lbs. hay, no straw. An extra issue of 2 lbs. of oats may be given to draught horses doing hard work. Al. 144.

Q. Can the scale of issue be varied?

A. Equivalents of hay, straw, barley, bran, malt, or oatmeal may be drawn instead of a limited amount of oats, and carrots, green fodder, &c., instead of an equivalent value of oats or hay. Al. 148.

Q. Under what circumstances can a **money allowance** in lieu of forage be drawn?

A. When there is no issue from a public magazine. As a rule, staff, departmental, and infantry officers may draw at their option the money allowance, or the forage in kind (when procurable). Officers of mounted corps, including field-artillery, will always be provided with supplies in kind. The money allowance varies according to the year and the station, and in Aldershot in 1892 was 1s. 7d. Al. 149.

Q. Explain the arrangement when horses are **billeted**?

A. Rations are provided by the keeper of the billet, and mounted services will be responsible that the number of horse billets they charge in their accounts are not in excess of those deducted from the ration return of the corps (F. 718). Al. 151.

Q. When may **stabling allowance** be drawn?

A. An allowance of 9d. a day for one horse and 6d. a day for each additional horse may be drawn when public stabling cannot be provided, and when officers are not in receipt of field allowance. Staff and departmental officers and a few others, if in receipt of lodging allowance, may also draw stable allowance on a certificate that public stabling was not provided for them. Exceptional cases are liberally treated. Al. 157.

Q. What special instruction in riding is given in the winter months?

A. One or more troops in succession are to be struck off duty and put through a three weeks' course of equitation by their own officers. The men are then inspected by the C. officer and good riders dismissed. The remainder are put through a further ten days' course, and at its close men are either dismissed or transferred to an "awkward" class under the riding-master. There will be an officers' ride once a week, at which a field-officer has to be present. **Q.** xi. 81.

Q. Are there any restrictive regulations as to officers' chargers?

A. No officer is allowed to ride a horse on parade which is not broken in, and no officer is to part with his registered charger without permission. In the event of an officer joining with trained chargers, for the breaking in of which the riding-master has already been paid, no further fee is necessary. **Q.** xi. 84.

Q. What qualification should men possess who are sent for training to the riding-school at Canterbury?

A. They should be unmarried men and first-rate horsemen, of not less than three or more than eight years' service, and not under twenty years of age. They must be of good character, smart and intelligent, and have a third-class certificate of education. A rough rider should be detailed if possible. Men will be medically examined as to their fitness for the work before departure. **Q.** xi. 86, 89.

Q. Describe the measures taken to train N. C. officers for the appointment of riding-master.

A. Eight N. C. officers of cavalry are permanently attached to the riding establishment at Canterbury for the purpose of qualifying for the appointment of riding-master. They must have been instructed with a riding party, and have obtained a first-class certificate as horsemen and instructors. Except under special circumstances, they are not to have more than ten years' service, and must be of exemplary character and hold a second-class certificate of educa-

tion. *N. C. officers of other mounted corps are similarly sent for training from time to time as occasion arises.* Q. xi. 87.

Q. Give the general regulations as to the formation of riding parties?

A. *The men take with them a complete set of saddlery. Unbroken five year olds, sound and not vicious, are sent from the Remount Depot at Woolwich to Canterbury for their use, and brought on the strength of regiments as soon as they are received by the riding party. On the completion of the course, the men rejoin their regiments with their horses, and assist in carrying out regimentally the riding instruction they have been taught. N. C. officers favourably reported on should, as opportunities offer, be promoted to be assistants in the riding-school, and one so qualified N. C. officer is always to be attached to each squadron.* Q. xi. 90.

Q. Describe the arrangements made for the training of shoeing-smiths.

A. *Young soldiers, quick of eye, handy, of sufficient education and good character, are placed under instruction in the forge under sergeant-farriers for two years, and at the end of the period returned to the ranks. At the end of each year a board of officers will ascertain whether the men instructed are competent to shoe horses, make shoes and nails, and have acquired a useful knowledge of a farrier's duties. Vacancies in the rank of shoeing-smith will be filled by selection from men so trained who will be required to extend their services to twelve years.* Q. xi. 94.

Q. Explain the **duties in stables** of sergeant-farrier and shoeing-smith.

A. *Every horse is to be examined, especially as regards shoeing, at morning stables and at mid-day stables as soon as the horses return from exercise. Broken nails are to be replaced, loose shoes fastened, and projecting clenches hammered down. Rasping the surface of the crust or cutting away the sole or bars is to be avoided, and any change from a healthy condition of the feet is to be at once reported.* Q. xi. 98, 104.

Q. Specify the principal regulations as to shoeing.

A. *Horses should be regularly shod once a month, and entries made of the fact in the shoeing-book. A spare set of shoes with nails fitted for immediate use is to be kept for each horse. Spare shoes are to be used, and replaced by new ones every quarter.* Q. xi. 101.

DRESS AND EQUIPMENT.

Q. State some general regulations as to the uniform of officers.

A. *Officers on leave from abroad are always to be in possession of their uniform, and at levées may wear the head-dress approved for service abroad. In foreign countries officers are not to wear uniform except when on duty or at court or state ceremonies. Mourning is not to be worn at levées or drawing-rooms unless the court is in mourning. With the exception of the orderly officer when making his daily rounds, officers will not wear swords at stables. Brown gloves will, in time of peace, be worn by officers only when in undress, when the troops are route-marching, on flying columns or field manœuvres, and when at camps of exercise. Great-coats, cloaks, and leggings are to be worn by officers when parading with their men so dressed.* Q. xii. 6 et seq.

Q. Specify the occasions on which the various orders of dress are to be worn by officers.

A. **Review order** when the sovereign is present, for royal escorts and guards of honour, at state ceremonies, general courts-martial, and funerals; **marching order**, on the line of march, at route marching, in the field for general inspection, and at district courts-martial; **field-day order**, on summer field-days and divisional and brigade drills; **drill order**, at ordinary drills, in riding-school, and at regimental courts-martial; **mess order**, at mess when not on duty. Q. xii. 13-37.

Q. When are serge patrol-jackets to be worn ?

A. *On active service by all arms. In time of peace they can be worn by cavalry on mounted parades when the men wear frocks, by infantry when the men wear frocks, by artillery on battery parades, camp fatigues, and for instruction, practice, armament duties, and other drills. In India and at warm stations they are worn as provided by regulation.* *Q.* xii. 21, 26, 29.

Q. State the principal regulations as to the wearing of medals and decorations by soldiers.

A. *They will be worn with the tunic or dress-jacket only, and should be stitched to the tunic in a horizontal line, or suspended from a single bar on a level between the first and second buttons. In undress uniform ribands half an inch in length are only to be worn. The first decoration or medal obtained is placed farthest from the left shoulder. The following is the order of arrangement:—Victoria Cross, English medals, foreign decorations, foreign medals. The distinguished conduct medal will be placed after the medal of the war in which it was gained. The "meritorious service" and "good conduct medals" will be hung after all others. The "best shot" medal, and those for saving life, are worn on the right breast.** *Q.* xii. 53.

LEAVE OF ABSENCE.

Q. When an officer employed on staff or other important duties desires **leave of absence**, what arrangement must be made ?

A. *Proper provision must be made for the performance of his duties by another officer without extra charge to the public.* *Q.* xiii. 2.

* See Dress Regulations. For remainder of dress, equipment, and issue of ammunition, see Part I. p. 191.

Q. In applying for leave on the ground of illness, wounds, &c., what form of certificate is to be appended?

A. *Army Form B. 175 must be filled up by a medical officer.* *Q.* xiii. 3.

Q. What is the duty of an officer on the **expiration of his leave** of absence?

A. *He is to be present with his unit on the day the leave expires, and is to make himself acquainted with all orders issued during his absence.* *Q.* xiii. 4.

Q. What changes in an officer's military position cause **his leave to be cancelled**?

A. *His promotion, transfer, or exchange, whether they involve a change of station or not.* *Q.* xiii. 5.

Q. What is a certificate of leave?

A. *Every officer granted leave is given a certificate (B. 174) stating the date of its commencement and termination, and the grounds on which it is granted. At stations abroad paymasters have to certify up to what date pay has been received.* *Q.* xiii. 8.

Q. How is the address of an officer known?

A. *It is always left with the adjutant and the regimental agent.* *Q.* xiii. 6.

Q. In applying for an **extension of leave**, what information should always be given?

A. *The period during which the officer has been absent should be stated.* *Q.* xiii. 7.

Q. May officers be granted leave for the purpose of preparing for admission to the Staff College?

A. *No.* *Q.* xiii. 9.

Q. What is the rule as to officers attending foreign manœuvres?

A. *No officer is to attend in uniform the manœuvres of foreign armies without the permission of the C.-in-Chief.* *Q.* xiii. 10.

Q. State the regulations as to officers **travelling abroad**.

A. *No officer is to quit the kingdom, except on duty,*

without Her Majesty's permission, for which application more than a week beforehand is to be made to the Adjutant-General. No officer on the active list is to quit a station where he may be quartered for the purpose of proceeding to the scene of any military operations without leave from the Adjutant-General. Should an officer on the active list when travelling abroad find himself in the vicinity of operations in which H.M. forces are engaged, he will report himself to the officer in command, who may, if necessary, detain him for duty pending reference to the Adjutant-General.
Q. xiii. 11.

Q. How is presentation at a foreign court obtained?

A. Application is to be made to the British Ambassador, Minister, or Chargé d'Affaires at the court. Q. xiii. 14.

Q. State the rules under which **winter leave** may be given.

A. It may be granted between the 15th October and the 14th of March, and may commence on the former date, provided that the annual inspection has been made, and that no notification of the intended inspection of the unit during the current month has been received. In every regiment or battalion the lieutenant-colonel or the senior major and one half of the majors and captains taken together, and one half of the subaltern officers, will invariably be present. It must be understood that leave is an indulgence, and is to be withheld when a corps is not thoroughly efficient.
Q. xiii. 15.

Q. Is leave given during the drill season?

A. This indulgence should be sparingly granted, and withheld altogether during the period in which the annual inspection is likely to take place, except in cases of a very urgent nature. It should never exceed thirty days. Applications for leave of an extraordinary or special nature may be submitted to the C-in-Chief. Q. xiii. 16.

Q. What restriction is placed on the leave of officers on first joining?

A. Leave is not to be granted until they are dismissed drill. Q. xiii. 18.

Q. When an officer is reported as **absent without leave** in the regimental monthly return, what further action is to be taken?

A. An explanation regarding the absence must be transmitted to the Adjutant-General. The fact of an officer's absence should be immediately communicated to the station paymaster, who will inform the regimental agent should the absent officer be in their payment. Q. xiii. 19.

Q. What power of granting leave is possessed by officers commanding regimental districts?

A. They may give officers serving at the depot leave not exceeding ten days, provided they report the fact to the general officer commanding. Q. xiii. 20.

Q. What restrictions are placed on the leave of paymasters?

A. Any leave in excess of two days must be sanctioned by the general officer commanding, and proper arrangements be made for the performance of the absentee's duties. When issues of money are being made from the War-Office to the applicant for leave, the granting of the leave must be reported to the Financial Secretary, and the name of the officer forwarded who is to perform the duties of the absentee. Q. xiii. 22.

Q. By whom must the leave of **medical officers** be approved?

A. The officer commanding the station, the principal medical officer of the district, and the general officer commanding. Satisfactory arrangements must be made for the performance of duties during the officer's absence. Q. xiii. 25.

Q. How is leave granted to officers of departments other than the pay department and the medical staff?

A. On the recommendation of the principal officer of a department, leave within the ordinary limits may be granted by a general officer commanding. Q. xiii. 26.

Q. What is the duty of an officer who is **unable to rejoin** at the expiration of his leave of absence on account of ill-health?

A. He must at once report the fact to his C. officer, and enclose a medical certificate, which, if possible, is to be obtained from a military medical officer. Q. xiii. 28.

Q. On what grounds is leave to return home granted to an officer on foreign service?

A. (1.) Length of service abroad; (2.) ill-health; (3.) very urgent private affairs. Q. xiii. 31.

Q. In making an application to return home, what rules should be observed?

A. The period already served abroad should be stated, and a declaration signed about rejoining at own expense, and paying the passage-money of a successor should it be necessary to appoint one. In the case of ill-health the amount of leave required would be stated in the recommendation of the Medical Board. Q. xiii. 29, 32.

Q. When an officer is sent home under circumstances affecting his character, what course is pursued?

A. General officers commanding are to send full particulars of all such cases to the C-in-Chief, with whom rests the final decision as to what must be done. Q. xiii. 33.

Q. What is the first duty of combatant officers (not accompanying their units) on arrival in England?

A. To report themselves in writing to the Adjutant-General, specifying the date of their arrival and their postal address, and transmitting a copy of the order under which they have returned home. General officers, staff officers of the higher grades, and commanding officers of units will, in addition, personally report themselves to the Adjutant-General. Departmental officers should also report personally to the heads of their respective departments at head-quarters. Q. xiii. 34, 36, 37.

Q. Are officers who return home on sick leave medically examined on arrival in England?

A. Only if they have not been examined abroad. They must, however, be re-examined before embarkation, and will therefore report themselves in writing to the Adjutant-General twenty days before their leave expires. Q. xiii. 35.

Q. State the regulations as to obtaining an **extension** of leave of absence from stations abroad.

A. It is only to be applied for on very urgent grounds. The application must be made through the C. officer abroad, who will forward it to the general in command. Any extension thus obtained will be at once reported by the officer himself to the Adjutant-General. In cases of serious illness, an application, together with a medical certificate, must be forwarded to the Adjutant-General, who will order the officer to appear before a medical board. Q. xiii. 38.

Q. Name the conditions to be fulfilled before a soldier is eligible for **furlough**.

A. He must be dismissed his drills, his kit must be complete, and he must be out of debt. Q. xiii. 39.

Q. At what time of year are furloughs obtainable?

A. During the winter leave season. At other times they may be granted in special cases. Q. xiii. 40.

Q. What proportion of a unit may be at one time on furlough?

A. The numbers are left to the discretion of generals in command, but should not exceed 25 per cent. of the effective strength of any corps, except in the case of units returning from China and India, which may be treated with exceptional liberality.

Q. Are there any restrictions on granting furloughs to soldiers on foreign stations?

A. Soldiers are not to be given permission to quit the command except in very urgent cases, the circumstances of which are to be reported to the Adjutant-General. Q. xiii. 42.

Q. Describe the arrangements preliminary to the departure of men on furlough.

A. Cloaks, great-coats, and leggings, if taken, are to be examined before the men leave, and re-examined on their return. Waist-belts are to be taken, but not arms or accoutrements. The amount of pay advanced is stated on each man's furlough form (B. 158), and a note in red ink

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is also inserted to the effect that no further advance is to be made except by the captain of the soldier's squadron, battery, or company. Q. xiii. 45.

Q. What happens when a soldier is unable, from want of money, to rejoin his unit from furlough?

A. He will be furnished, at the discretion of the C. officer, with the necessary railway or passage warrants or subsistence, and his accounts will be charged with the expenses incurred. When time presses, and a warrant is supplied by any other officer, he should at once report the fact to the C. officer of the soldier's unit, and also note it in red ink on the furlough. Q. xiii. 47, 55.

Q. Specify some of the regulations as to sick furloughs.

A. Before granting these furloughs the C. officer will obtain the opinion of a medical officer, and also ascertain that the soldier's friends are in a position to afford him the care required. The soldier on furlough may, in case of necessity, apply for medical aid to the officer commanding the nearest military station, but no charge against the public is allowed for private medical attendance. In the event of a soldier being absent beyond three months, and being still unable to rejoin, a report must be made by the C. officer to the Adjutant-General. Q. xiii. 48.

Q. Are soldiers on furlough required to report themselves at the nearest military station.

A. Yes, if their furlough is to a locality in the immediate vicinity. Q. xiii. 51.

Q. Who is responsible that orders as to changes of station, embarkation, &c., are made known to men on furlough?

A. Officers commanding squadrons, batteries, and companies, with whom the addresses of the men are to be left. Q. xiii. 52, 58.

Q. At what time must a soldier on furlough rejoin?

A. Before tattoo on the day on which the furlough expires. If within five days after the expiration of the furlough no satisfactory account is received of a soldier's

continued absence, he is reported in the usual manner as a deserter. Q. xiii. 53.

Q. Under what circumstances and by whom can a furlough be extended?

A. When a soldier through sickness (which must be properly certified) or other unavoidable causes is unable to rejoin at the expiration of his furlough, he is to report himself to a general or other officer on the staff of the army, or to the C. officer of a unit or detachment of the regular army, or (if none of these be within convenient distance) to a Justice of the Peace. Any of these officers are authorised to extend the furlough for a period not exceeding one month. The extension given is to be noted on the furlough, and a notification explaining the circumstances is to be sent to the soldier's C. officer. Q. xiii. 54.

Q. When a soldier obtains an extension of furlough, or railway or passage warrant, by false pretences, what course is pursued?

A. He is to be proceeded against by his C. officer, and, if necessary, tried by court-martial. Q. xiii. 56; S. 27, 40.

Q. Are any extra drills or work to be required of soldiers on their return from furlough?

A. They may be re-drilled as far as may be necessary, but are not to be required to make up lost duties, nor, in the cavalry, to pay for the charge of their horses during their absence. Q. xiii. 57.

HOSPITALS.

Q. How are military hospitals classified?

A. (a.) General hospitals; (b.) Station hospitals; (c.) Hospitals for soldiers' wives and children; (d.) Hospitals in the field; (e.) Hospital ships. Q. xiv. 2.

Q. Describe the duties of officers commanding stations in reference to the hospitals under their command.

A. They are responsible that they are conducted con-

formably to the regulations, that divine service is performed in them and attended by the patients, and that the sick are regularly visited by the chaplain. Q. xiv. 4.

Q. By what other officers are hospitals visited?

A. An officer on garrison duty is detailed to visit station hospitals daily, and report any irregularities he may observe. It should also be arranged that regimental officers have access to their men. Q. xiv. 5.

Q. Are soldiers in hospital allowed to receive presents of food or other luxuries?

A. Not without special permission. They are also deprived of all money or other valuables. Q. xiv. 6.

Q. At what stations is hospital accommodation provided for officers?

A. Netley, Woolwich, Gibraltar, and Malta. Q. xiv. 8.

Q. To whom should application be made for the documents of men in hospital?

A. In the first instance to the medical officer in charge, but any subsequent correspondence concerning them will be forwarded to the general commanding. Q. xiv. 10.

Q. What statement should be forwarded by C. officers to the medical officer in charge of a hospital in which their sick are treated?

A. A report (A. 20) should be sent in every Friday of the daily strength of the unit during the preceding week. When men in hospital belonging to the R.A. or R.E. are transferred from one battery or company to another, the fact should be notified at the end of each month. Q. xiv. 11.

Q. How are patients fed on the day of admission?

A. The rations for the day which have been drawn are sent to the hospital, and there cooked. Q. xiv. 13.

Q. State briefly the main duties which have to be carried out by the officer in command of a general hospital depot?

A. The custody of equipment, supply of clothing and necessities, settlement of accounts, issue of routes and passage warrants, interment of dead, disposal of effects, and all correspondence, not of a medical character, connected with men passing through the hospital. Q. xiv. 17.

Q. Where is a general hospital depot formed?

A. When a general hospital is established in time of war at a base of operations, or not in proximity to a regular garrison, a depot is formed for the reception of men discharged from hospital, and is placed under the command of an experienced officer. Q. xiv. 16.

Q. Is the depot always to move with the hospital?

A. Yes, and it is not to be substituted for or amalgamated with the general military depot at the base of operations, unless the G. O. C. so directs. Q. xiv. 22.

Q. In order to carry out his duties, what returns should be furnished by the hospital authorities to the officer commanding the depot?

A. A daily nominal roll (I. 1227), and, on service, a weekly return (A. 36) in addition of the men of each unit. A duplicate of this return is transmitted to the headquarters of the units concerned. Q. xiv. 18, 85.

Q. Describe the position of the officer commanding a hospital depot?

A. As an official military visitor to the hospital, he will ascertain that the patients are well cared for, and investigate and report on complaints, but he must not interfere with the discipline, order, or arrangement of the hospital. Q. xiv. 19.

Q. How are offences committed in hospital punished?

A. The officer commanding the depot disposes of all court-martial cases, and punishes with a summary award all minor offences of soldiers (not of the medical staff corps) doing duty in hospital. Patients who commit offences while under treatment are dealt with on discharge from hospital. Q. xiv. 20.

Q. What special arrangement exists at the Royal Victoria Hospital at Netley?

A. The duties of an officer commanding a general hospital depot are carried out by a staff officer of the district, styled the Assistant-Adjutant-General, Netley, who commands the station and all troops external to the hospital (medical staff and medical staff corps excepted). The principal medical officer, Netley, will be responsible for the general management and discipline within the hospital.

Q. xiv. 25.

Q. With what object are station hospitals formed?

A. For the treatment of the sick of all the units in garrison, including those of the Militia, Yeomanry, and Volunteers, and for all soldiers and seamen authorised to be admitted therein. **Q.** xiv. 39.

Q. Describe the admission of a soldier into hospital.

A. The men of each unit are accompanied by a N. C. officer, who takes with him the company sick report (B. 256), and hands over the men's kits, which are placed in the hospital pack-store. Arms and accoutrements are left with the units. The sick, at home stations, should arrive at the hospital before 9 A.M. in summer and 10 A.M. in winter.

Q. xiv. 40.

Q. State the procedure on discharge from hospital.

A. The medical officer in charge notifies the projected discharge of a soldier to the officer commanding his unit, who will send a N. C. officer to conduct the man to barracks in the afternoon or evening and receive over his kit. **Q.** xiv. 43.

Q. How are offences committed by soldiers in station hospitals punished?

A. The offences of patients will be reported to their C. officer, and disposed of by him after discharge from hospital. Soldiers attached to a hospital (not belonging to the medical staff corps) are dealt with by their C. officers, if present; but if they are not present, or if the man's documents have been handed over to the medical officer, the latter will dispose of the cases. **Q.** xiv. 45.

Q. In the event of a soldier becoming dangerously ill or dying, what report is necessary?

A. *His C. officer must be informed in order that his friends may be communicated with.* Q. xiv. 46.

Q. What precaution should be adopted when a patient in hospital makes his will?

A. *A medical officer should be present at the execution of the will, and affix to it a declaration stating whether or not the soldier was in a fit state of mind at the time.* Q. xiv. 47.

Q. From what source are hospital attendants drawn?

A. *The medical staff corps, but patients and other soldiers may be employed to aid the hospital establishment.* Q. xiv. 48.

Q. To whom should reports on sanitary matters or affecting the health of troops be forwarded by the medical officer making them?

A. *To the officer commanding the troops as well as to the heads of the medical department.* Q. xiv. 49.

Q. Under what circumstances may a non-dieted hospital be opened?

A. *At stations where detachments of less than 100 men are quartered a non-dieted hospital may be opened, in which the usual commissariat ration will be used, supplemented when necessary by the authorised extras.* Q. xiv. 50; *Al.* 53.

Q. Are soldiers' families entitled to hospital treatment?

A. *At certain stations hospitals are provided and equipped by special authority of the Secretary of State for treatment at the public expense of the wives of N. C. officers and soldiers on the married roll and their legitimate children and step-children. They are under the direct control of a specially appointed medical officer, and are provided with a staff of female attendants. Male children above ten and female children above fourteen are not admitted.* Q. xiv. 53.

Q. May the wives and children of soldiers not on the married roll be admitted?

A. *Only under exceptional circumstances or as a matter of safety to the troops and the public. The sanction of the general commanding must be obtained by the soldier's C. officer, who must guarantee the payment of the authorised stoppages.* Q. xiv. 59; *Al.* 56.

Q. What certificate must be given prior to admission to a female hospital?

A. *The C. officer must sign a certificate (B. 247) showing whether the wife or child is on the married establishment or not.* Q. xiv. 58.

Q. State the disciplinary arrangements affecting soldiers of the **medical staff corps**.

A. *For the purposes of discipline and duty they are under the immediate command of the principal medical officer of the district; but all applications for trial by court-martial must be submitted to the general or other officer commanding. Arrangements must be made for putting them through a course of musketry.* Q. xiv. 62.

Q. What reserves of this corps exist?

A. *A first-class army reserve and a militia reserve.* Q. xiv. 65.

Q. State briefly the arrangements made for providing and **training stretcher-bearers**.

A. *In every unit two men per company at least are to be trained in ambulance and stretcher drill, and in rendering first aid to the wounded. Classes are formed for purposes of instruction, and the names of officers and men who qualify in the examination for proficiency are recorded in the inspection report (I. 1224). Stretchers and appliances for instruction of bearers are issued on loan to units in which classes are formed; and to maintain efficiency trained stretcher-bearers will be further required to attend at least four stretcher-drills annually. On active service field-stretchers, in the proportion of one per company, are carried in the regimental transport, and when an action is about to begin, the trained regimental bearers with the field-*

stretchers are placed at the disposal of the medical officer attached to the unit. Q. xiv. 66 et seq.

Q. When officers or soldiers privately employ civil practitioners to attend upon them or their families for an infectious disease, what action should be taken?

A. The facts of the case must be reported for the information of the officer commanding, and the senior medical officer of the station, who will take any sanitary precautions necessary. Q. xiv. 77.

Q. Enumerate the successive lines of medical assistance in the field.

A. (a.) Medical officers attached to units. (b.) Bearer companies. (c.) Field-hospitals. (d.) Hospitals on the lines of communication. (e.) General hospitals at the base of operations.

Q. Explain the position of a medical officer attached to a unit for duty in the field.

A. He is under the orders of the C. officer, but will receive instructions from, and be at the disposal of, the principal medical officer of the division with which he is serving. All sick of the unit will be seen by him before they pass to the field-hospitals, and when an action is expected the stretcher-bearers are placed at his disposal. In severe actions he will afford temporary aid to the wounded until they are succoured by the bearer companies, but he and the bearers must keep in close proximity to their corps, and on no account attempt to carry back the wounded for long distances, or in any case beyond the collecting stations formed by the bearer companies. Q. xiv. 79; M. R. 281.

Q. Describe in general terms the duties of the bearer companies in the field.

A. They succour and collect the wounded, and carry them to the dressing stations and field-hospitals, together with their kits, arms, accoutrements, and ammunition, utilising the ambulances, litters, stretchers, and such other transport as is available. Q. xiv. 80.

Q. Describe the functions of field-hospitals.

A. They are each equipped for a hundred patients, and on the line of march follow the bearer companies. Before an action a suitable position is chosen for them close to the line of first assistance, and all sick and wounded are, after treatment, passed through them to the hospitals on the lines of communication, and at the base of operations. Q. xiv. 81 ; M. R. 630.

Q. How are field-hospitals dieted ?

A. The field ration and messing of each man should be forwarded for the day of admission by the unit to which he belongs. Subsequently field rations and extras are drawn by the medical authorities. Q. xiv. 82.

Q. What becomes of the men's kits, arms, accoutrements, and ammunition ?

A. They are forwarded with them from hospital to hospital. Q. xiv. 83.

Q. In what respect do hospitals on the line of communication differ from field-hospitals ?

A. They have a heavier equipment, have separate accommodation for officers and men, and are dieted as far as possible according to hospital scales. Q. xiv. 84 ; M. R. 611.

Q. What further difference exists in general hospitals at the base of operations ?

A. They are larger and more fully equipped, and have a military depot attached to them. Q. xiv. 86 ; M. R. 584.

Q. State the arrangements made to facilitate the tracing of officers and men admitted to hospitals in the field.

A. A return in duplicate (A. 36) of all patients in each hospital is made out every Friday. One copy is forwarded to the General Hospital Depot, the other to the officer commanding the station for transmission to the unit concerned. Q. xiv. 85.

Q. Under what circumstances are hospital ships used ?

A. They are fully equipped and dieted hospitals organised for the treatment of sick and wounded at the sea-board.

base of operations, and may be employed either instead of or to supplement hospitals on shore. Q. xiv. 87; M. R. 591.

Q. Who is responsible for the furniture, &c., of the room provided in some barracks for medical inspection?

A. The C. officer of the unit occupying the barracks. A permanent orderly, in possession of a second-class certificate of education, is placed under the orders of the medical officer. Q. xiv. 89.

Q. When should the examination of sick be made?

A. At such an hour as will enable them to reach the station hospital before the hour of morning visit. When there is no inspection-room in barracks, prisoners for medical examination will be marched to the hospital. Q. xiv. 41, 42, 90.

Q. Are convalescents allowed to remain in their quarters and have exemption from drills, &c.?

A. Only in exceptional cases, such as after vaccination. As a rule, a man unfit to perform the ordinary duties of a soldier is to be removed to hospital. Q. xiv. 90.

Q. What formality is necessary before bringing a soldier up for medical inspection?

A. His name and description are to be entered in the company sick report (B. 256). Q. xiv. 91.

Q. Are medical officers doing duty with troops required to attend parades?

A. Only in cases of general inspection, or under special circumstances when professional assistance is wanted. Q. xiv. 92.

Q. Is the attendance of medical officers at target practice or on ranges necessary?

A. Not as a rule, but the name and address of a medical officer available to attend in case of accident should be communicated to the troops concerned. Q. xiv. 93.

BARRACKS.

Q. What is the first duty of a C. officer in **taking over barracks?**

A. To cause all buildings, fixtures, and furniture to be inspected prior to the arrival of the troops. This will be carried out by an officer of the unit concerned, not below the rank of captain, when one of that rank is available, or by the quartermaster, in conjunction with an officer of Royal Engineers and the officer in charge of barracks. Q. xv. 1.

Q. How many men should be detailed to take and give over barracks?

A. A party of one officer, one N. C. officer, and three rank and file are sufficient for a regiment or battalion, but in no case should more than one man per company be told off for this duty. The party taking over barracks should travel in advance of the unit, and a party of similar strength should be left behind to give over barracks. Q. xv. 3.

Q. Where are lists of the articles to be taken over to be found?

A. On the inventory boards which are hung up in each room or building. The inventories of fixtures are signed by an officer of the R.E., and those of barrack furniture and utensils by the officer in charge of barracks. Q. xv. 13.

Q. Describe the process of taking over barracks.

A. The officer taking over barracks checks the contents of each room, and initials and dates the inventory boards, making out at the same time a list of any articles requiring exchange, repair, or replacement. The C. officer of the unit, as soon as possible after marching in, signs a certificate (G. 1062) acknowledging possession of the quarters, together with their equipment, as shown by the inventory boards and bedding-books. Q. xv. 14.

Q. How is the appropriation of quarters carried out?

A. The purpose for which each building is appropriated is lettered on the door, and the allotment will be made in

accordance with the allowance regulations. The temporary use of vacant quarters may be granted by the officer in charge of barracks, subject to the approval of the G. O. C., provided that no expense is incurred by the public. Q. xv. 4; Al. 232.

Q. State the general rule as to re-appropriation of quarters.

A. Provided that no loss of accommodation is involved, and no expense is entailed to the public, minor re-appropriation may be sanctioned by the officer commanding the district or station. Any extensive re-appropriation must be referred to a Board, the proceedings of which will be forwarded through the C. R. E. and the G. O. C. to the Adjutant-General. Q. xv. 6, 9.

Q. To whom are applications for quarters in barracks to be sent?

A. The officer in charge of barracks, who will assign them, if available, in conformity with the regulations, and supply, if necessary, the authorised barrack equipment on requisition. When there is more than one unit at a station, he will correspond direct with C. officers of units on routine matters affecting the troops under their orders. Q. xv. 11.

Q. What is the duty of the officer of the day on visiting barrack-rooms in the morning?

A. To see the rooms have been properly cleaned, and that the windows are opened sufficiently to allow of free ventilation, and that the gas taps have been properly turned off. The iron bedsteads are to be at least six inches from the walls, and are to be turned up after the bedding has been exposed to the air for an hour. Beds and bedding are to be removed from the rooms as often as practicable to be aired; in hut encampments, once a week. The palliasse is to be rolled up, the blankets (except one for sitting on) and sheets folded up and laid on top, and the whole bound round centre by a strap. When rolled up, the bedding is to be two inches from the head of the bedstead, the foot of which is to be doubled back or run in. Q. xv. 16.

Q. In what manner is the proper sanitary condition of barracks ensured?

A. A medical officer inspects the barracks and married quarters once a week, and a periodical sanitary inspection is carried out by the P. M. O., at which a representative of the Royal Engineers and a combatant officer, not below the rank of captain, will attend. Q. xv. 21.

Q. How are the floors of barrack-rooms kept clean?

A. They are washed early in the morning once a week in fine weather, and dry scrubbed on intermediate days. Q. xv. 25.

Q. Enumerate some of the cautions given to soldiers as to the care of their rooms.

A. The equipment or furniture is not to be removed or displaced, the sash beads of windows are never to be taken out, and any work, such as washing and ironing, which may tend to prevent cleanliness, is forbidden in the sleeping-rooms. Q. xv. 24, 26.

Q. Describe the precautions to be taken to secure the economical consumption of **gas and water** in barracks.

A. Frequent inspections are to be made to detect any waste or defects in pipes or fittings. During frosts water should be temporarily cut off, or allowed to flow continuously in small quantities, and exposed pipes should be covered with straw. About twenty gallons of water for each man per day is a liberal allowance; but the consumption, both of gas and water should be kept as low as possible. An annual report on the subject is to be made to the Adjutant-General at the end of each financial year. Q. xv. 27.

Q. How is the purity of the water supply ensured?

A. Tanks should be periodically cleaned out by the Royal Engineers, and cisterns, when readily accessible, by the troops. Q. xv. 28.

Q. What is the rule as to **altering the interior** arrangements of buildings, or erecting additions of any kind?

A. Special authority from the C.-in-Chief must be obtained, and any alterations of arrangement may have to be made good at their maker's expense. Q. xv. 29.

Q. Is the keeping of dogs, poultry, or live stock allowed?

A. Animals such as cows, pigs, or goats are not to be kept, nor are dogs or poultry allowed to stray or run loose within the boundaries of barracks or hospitals. Q. xv. 30.

Q. Enumerate some of the ordinary fatigue duties carried out in barracks.

A. Sweeping and rolling yards and parades, cleansing surface drains, flushing latrines, and removing snow from roofs under the supervision of the Engineers. Q. xv. 31.

Q. What special sanitary precautions should be taken?

A. The latrines, urinals, and ash and soil pits must be kept in wholesome order, and care be taken that no improper articles are thrown into them or into the drains. Q. xv. 33.

Q. Explain the position of N. C. officers of the barrack department in relation to supplies of provisions or forage.

A. They are not to be called upon to undertake any duty in connection with them. These matters should be arranged by the supply officer or regimentally. Q. xv. 35.

Q. When it is proposed to construct buildings for the use of troops, what course should be pursued?

A. The C. R. E. will suggest a site to the G. O. C., who will order a Board to assemble and report on the subject. In the case of accessories of a minor character, and not intended for occupation as quarters, Boards may be dispensed with and the opinions of the officers immediately concerned taken. In both cases the G. O. C. will forward the reports, with his own opinion and that of the C. R. E., to the Adjutant-General. Q. xv. 37.

Q. State the rules to be observed in taking over new buildings on completion.

A. A garrison Board must be assembled to inspect and report on them, and they will not be handed over until the authority of the C.-in-Chief has been received. A medical officer is to attend to give evidence on sanitary points, and

any additions or alterations recommended will be referred to the C. R. E. for report and estimate. In the case of minor accessories a Board is not necessary, but the opinion of the department or officers concerned is to be obtained. The proceedings of Boards and reports on new buildings or alterations affecting the Construction Return will be forwarded to the War Office, and accompanied by a statement (showing particulars of accommodation) prepared by the C. R. E. Q. xv. 39.

Q. What restrictions are placed on the admission of strangers into barracks?

A. Measures are to be taken to prevent any but persons of respectable character from gaining access to barracks or lines. Q. xv. 44.

Q. When are inspections of barracks made?

A. During the first week of every month, the C. officer or an officer deputed by him, not under the rank of captain, will make a general inspection of the buildings, stores, and bedding in charge of the troops, checking the articles in possession, and noting any repairs required to be made or stores to be replaced. C. officers will then forward a requisition (F. 765) for all articles required to be exchanged or replaced. This inspection will be unnecessary in any month in which the periodical inspection is made by the officer in charge of barracks and the Royal Engineers. Q. xv. 45.

Q. State the regulations as to the attendance of officers at inspections of barracks by the officer in charge?

A. Officers commanding squadrons, batteries, or companies are to be present at the inspection of their respective barrack-rooms and stables. Medical officers are to attend at the hospital, riding-masters at the riding-school, and veterinary officers at the infirmary. These officers are to attest by their signatures in the note-book of the officer making the inspection the list of damages or losses proposed to be assessed in their respective departments. The note-book of the regimental officer should also be initialled

by the inspecting officer. The regimental quartermaster, or an officer acting for him, will always be present. When bedding or furniture, with regard to which question of damages may arise, are returned into store, a regimental officer should attend. Q. xv. 46.

Q. Describe what takes place at **marching-out inspections** of barracks.

A. When troops change quarters or are ordered to quit a barrack, the officer commanding the station is to give the Engineer officer and the officer in charge of barracks the earliest possible intimation of the time, in order that arrangements may be made for the marching-out inspection. A captain or the quartermaster will accompany the Engineer officer and the officer in charge of barracks in their inspection, and will attest by his signature in their books before leaving each room or quarter the correctness of the damages or deficiencies noted, and object on the spot to any charge against which he desires to appeal. No charge will, as a rule, be made against troops for washing rooms or passages, unless neglect is apparent or complaints are made by the troops marching in. In such cases a report is to be made to the G. O. C. by the C. officer. Q. xv. 47, 50, 51.

Q. What course is to be followed in appealing against **barrack damages**.

A. C. officers are forthwith to give a written notice to the departmental officer concerned of the items against which they wish to appeal. In the event of the charges being maintained by the department assessing, and the G. O. C. being unable to decide the case (which may be investigated by a garrison Board), the matter is referred to the War Office. Pending the settlement of the case, the amount assessed is to be charged against the troops. Q. xv. 48.

Q. How is the amount of damages assessed made publicly known?

A. It is published in regimental orders, and the share to be borne by each squadron, battery, or company specified;

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all "general charges" which cannot be assessed against individuals being shown under a separate heading. Q. xv. 49.

Q. State the regulations as to the occupation of officers' quarters.

A. Officers take choice of quarters according to their regimental (not army) rank. An officer in possession of rooms is not to be displaced by an officer of corresponding rank, but a captain (although entitled only to the same class of quarters) may in all cases dispossess a subaltern. An officer detached on duty, or on leave for a period not exceeding one month, and a married officer allowed to live out of barracks and not drawing lodging allowance, may retain their quarters, and a C. officer in lodgings may retain a room in barracks if no other officer is thereby dispossessed, but in all other cases an officer has no right to a quarter that he does not occupy. The practice of soldier servants sleeping in and keeping their arms and accoutrements in the kitchens attached to unmarried quarters is strictly prohibited. Q. xv. 53, 57.

Q. What precautions against fire are to be taken?

A. An officer should see that all fires and lights are out a quarter of an hour after last post, except in the hospitals, latrines, guardhouses, galleries, stables, recreation rooms, and sergeants'-mess. Candles are never to be carried into stables except in proper lanterns, and buckets belonging to stables are to be left filled with water. When an escape of gas occurs, the upper sashes of windows are to be opened and the lights turned off. N. C. officers in charge of rooms are responsible that at "lights out" the gas is properly turned off, and the burners are not tampered with. Fireworks or bonfires within barrack or camp enclosures are strictly prohibited. Q. xv. 58.

Q. Describe the duties of the fire picket.

A. The picket should be acquainted with the fire-plugs or other sources of water supply, the mode of adjusting the engine-hose, and the method of working the engine. The N. C. officer in charge is to superintend, with the assis-

tance of the fire-picket, the exercise of the engine when ordered, and the fatigue parties granted for this purpose are to be under his orders. On the alarm of fire, the picket is to assemble forthwith, and any men on duty who belong to it are to be relieved. Q. xv. 61.

Q. To what extent does practice take place with fire-engines?

A. Troops should be frequently practised in fire alarms, and concentrating fire-engines and apparatus on a given spot. In hut encampments screens should be conveniently distributed, and be accessible at a moment's notice. The engines and hose should be tested monthly. Q. xv. 63.

Q. When destruction of public property takes place through fire or other causes, what is the first thing to be done?

A. A garrison Board (including a R. E. officer and the officer in charge of barracks) is to report how the loss occurred and upon whom the liability rests. To the report is added a list of the stores destroyed, a statement of loss involved, and an estimate (from the C. R. E.) as to the cost of structural repairs. The report will be forwarded by the G. O. C. to the Adjutant-General, with a recommendation as to whether the expenses should be borne by the public or be otherwise charged. Q. xv. 64.

Q. Can a N. C. officer or soldier effect a fire insurance on private property in barracks?

A. Not without the knowledge of his C. officer. Q. xv. 65.

Q. State the precautions to be taken in the storage of mineral oils.

A. Regulations in accordance with local circumstances are framed by a Board. Oil must not be stored in places to which men can have access after dark, and lights are never to be taken into a store where oil is kept in bulk. Proximity to magazines and storehouses is to be avoided, and the utmost precautions used to avoid danger from fire. Q. xv. 67.

Q. How is injury to cricket-grounds or fives-courts made good?

A. They form part of the barrack establishment, and any injury done to them by the troops will be charged as barrack damages. **Q.** xv. 69.

Q. Under what conditions are gardens allotted to troops?

A. Ground is allotted to units, and may be further subdivided by C. officers. Individual allotments, when made, are not to exceed one-twelfth of an acre, and the occupants find all their own tools. In other cases the War Department provide a proportion of tools and materials for external fencing, and the internal fencing, seeds, &c., are found by the troops to whom the produce of the garden belongs. Transfers of ground are to be made through the officer in charge of barracks, and transfers of stock, garden implements, &c., are to be mutually arranged between relieving units. No rent is paid for the ground, and no compensation for money or labour expended can be charged against the public. **Q.** xv. 70.

REGIMENTAL INSTITUTES.

Q. Into what branches is the **regimental Institute** (or garrison Institute) divided?

A. (1) The refreshment department, which includes the canteen, grocery shop, and the coffee-room; (2) The recreation department, which embraces all that relates to recreation rooms (including branch coffee-bars), and libraries, skittle alleys, shooting galleries, and theatres. **Q.** xv. 72.

Q. What persons are entitled to deal at and make use of the Institute?

A. Officers, warrant officers, N. C. officers, and men with their families and servants may purchase articles for their own use and benefit at any of the establishments of the Institute to which they belong. The male friends of

soldiers may be introduced into the coffee-room and canteen by permission of the C. officer, but civilians are not allowed to make any purchases. Defaulters are to be excluded from the canteen except during one hour in each day (usually in the evening). Q. xv. 85, 90.

Q. Upon what system is the refreshment department maintained?

A. The regimental system whenever practicable. In the case of small detached bodies, the tenant system may be adopted with the sanction of the Secretary of State for War, but the C. officer will always have the right to keep the recreation room and coffee-bar under purely regimental management. Q. xv. 76.

Q. How are the affairs of the Institute managed?

A. A standing committee of three officers, not below the rank of captain and not belonging to the regimental staff, is formed. The president should, if possible, be a field-officer, and will, when practicable, be exempted from serving on Boards of survey, courts of inquiry, and courts-martial. To assist the committee in minor matters of internal management, a sub-committee of three N. C. officers is appointed, but are not to have any concern in contracts or money payments. Q. xv. 78, 81.

Q. Describe briefly the duties of the committee.

A. To superintend the whole management in accordance with the regulations, to take charge of and disburse the funds, to visit the premises frequently and inspect the quality of the articles sold. When the refreshment branch is worked on the regimental system, the committee will authorise all purchases, fix the selling prices, and receive daily the money taken for sales. They will take stock and examine the books and accounts monthly, and superintend the preparation of the abstracts required. Q. xv. 79.

Q. On the appointment of a new committee or a new president, what procedure should be followed?

A. A Board composed of a field-officer as president, and the outgoing and incoming committee presidents as members, will examine and record the financial condition of each

establishment of the Institute, noting the cash balances in hand and the liabilities and assets. The proceedings will be retained for reference by the C. officer. Q. xv. 80.

Q. State the nature and uses of the canteen.

A. It is maintained on the footing of a well-conducted tavern; but at home stations the sale of spirituous liquors is prohibited. No intoxicating or malt liquors are to be sold before noon or during prohibited hours. It is closed at tattoo. Q. xv. 82.

Q. What are the rules affecting the grocery shop?

A. It is to be kept distinct from the canteen, and, if possible, located in a separate building. No intoxicating liquors or poisonous drugs are to be kept. It is to be closed half-an-hour after tattoo. Q. xv. 83.

Q. Describe the coffee-room.

A. It will be associated with the grocery shop, but, if possible, a separate room will be allotted to it, so that it may form an adjunct to the recreation-room. It will be opened in time for men to obtain refreshments before morning parade, and closed half an hour after tattoo. Articles of the following nature will be sold:—Tea, coffee, cocoa, non-alcoholic drinks, soup, fish, eggs, bacon, cooked and preserved meats, &c. Q. xv. 84.

Q. How is payment for all purchases in the Institute made?

A. In ready money, as a rule, but weekly pass-books are allowed in the case of officers, sergeants' messes, families of officers, and warrant officers, and in cases specially sanctioned. Q. xv. 91.

Q. Give the regulations as to visiting the various premises of the Institute.

A. They will be visited daily by the officer of the day, frequently by the C. officer, and occasionally by a medical officer. Rules for the management in detail of canteens, grocery shops, and coffee-rooms are issued separately, and extracts from them are to be conspicuously posted in the several establishments. Q. xv. 92.

Q. Describe the recreation-rooms.

A. When practicable, there should be two recreation-rooms for each unit, one to be used as a reading-room, the other as a room for games. When only one room can be spared, it is to be used for both purposes. A coffee-bar for refreshments may be also provided. The rooms are furnished by Government, and maintained partly by voluntary subscription from the troops using them, and partly by the "library allowance." The management and general superintendence of the rooms forms part of the duties of the committee and sub-committee of the Institute. A regimental librarian has the duty of maintaining order, regularity, and cleanliness, and circulating library books among subscribers. Q. xv. 96, 101.

Q. What persons can use the recreation-rooms, and what is the rate of subscription?

A. All warrant officers, N. C. officers, and men who are subscribers. Subordinates of the civil and military departments may be admitted as honorary members. Sergeants pay 6d., corporals and bombardiers 4d., and lower grades 3d. a month. The subscriptions are handed over to the committee by officers commanding companies. Q. xv. 99.

Q. Give some further regulations as to recreation-rooms.

A. No newspaper or periodical is to be admitted without the sanction of the C. officer. Smoking may be allowed, and tea, coffee, &c., provided, but the introduction of wine, beer, or spirits is forbidden. The rooms may be kept open till 10.30 P.M. in summer for men who have leave to attend after tattoo. Games, furniture, &c., provided at the public expense, are considered as barrack stores, while articles purchased out of regimental funds are disposed of by arrangement when units are relieved. Q. xv. 103, 106.

Q. What is the amount of the library allowance, and how is it appropriated?

A. £2, 10s. annually for each troop, battery, or company, of which sum not less than five shillings per quarter

is to be appropriated to the expenses of the library of the station. Where artillery or engineer libraries exist, the artillery and engineers pay to their own regimental library. The contribution is due in full on the first day of each quarter, and will be paid by the paymaster to the officer in charge of barracks, who will disburse it on requisition by the library committee. Q. xv. 109, 111; Al. 649.

Q. How is the contribution appropriated when troops are on detachment?

A. It is paid to the library of the station where they are serving. If there is no such library, it is paid to that of the headquarter station, and books are sent to the detachment, the carriage being defrayed from the recreation-room funds. Troops that do not participate in the Government grant are not to be called upon to subscribe to the library. Q. xv. 110.

Q. Explain the uses of a garrison library.

A. It is a central depot from which books are issued to the recreation-rooms and their subscribers. It is not to be used as a reading-room except to consult works of reference. The books are available to officers on subscribing 1s. per month. Q. xv. 112.

Q. How is the garrison library committee composed, and what are its duties?

A. It consists of members detailed from the regimental committees, and should meet once a quarter to recommend books for purchase, and to examine the quarterly reports and statement of accounts of the librarian. Q. xv. 113.

Q. What are the chief rules as to purchases, donations, and use of books?

A. The officer commanding the station must approve of all purchases and donations, and books found unfit for circulation are to be condemned and forwarded to the Stationery Office. Where hospital libraries do not exist, books may be issued to patients, and schoolmasters preparing lectures for troops are allowed to take out books of reference. Q. xv. 114.

Q. In what manner are damages to library books assessed and recovered?

A. A monthly inspection is made by an officer (not under rank of captain) accompanied by quartermasters of corps, at which charges are assessed. At every movement of troops the officer in charge of barracks joins in the inspection and signs for the charges. Wilful damage is charged against the unit or person that caused it, and recovered from them by the station paymaster. Damage from fair wear and tear is charged to the library fund. Q. xv. 118.

Q. What is done with unserviceable and duplicate books?

A. The former are sold, the latter transferred to another library. Q. xv. 121.

Q. What is the rule as to giving in books on a unit leaving a station?

A. They are to be returned and accounts closed three days before the movement. Should the unit leave suddenly, the course laid down for barrack damages is to be adopted.

Q. xv. 123.

Q. Describe the position and duties of the garrison librarian.

A. When there is no permanent librarian, a N. C. officer may be appointed to act at 6d. per diem, the charge being defrayed out of the recreation-room funds. He is to wear uniform on duty, and is responsible for the circulation and safe custody of the books, and the preparation of the annual reports and quarterly accounts. The library is not to be used as a private quarter. Q. xv. 124.

Q. What are the regulations as to the quarterly statement of accounts?

A. A garrison Board assembles quarterly to verify the accounts and the number of books in charge. To their report a certificate is to be appended that—(1) the catalogues are legible and perfect; (2) the numbers on books correspond with catalogue; (3) new books have been added, and missing and condemned ones erased. If it is impracticable to assemble a Board, the statement of accounts (N.

1530) will be signed by the president of the library committee and the officer commanding. Q. xv. 128.

Q. Are any further reports to be made?

A. *Inspecting-generals make a report on libraries and recreation-rooms at their periodical inspections, and an annual report on each library (N. 1489) is to be forwarded at the close of the year to the Adjutant-General.* Q. xv. 132.

Q. State the restrictions on placing monuments or memorials in garrison churches.

A. *The design must be submitted for the approval of the C.-in-Chief. Permission to erect a memorial will, as a rule, only be granted in the case of officers who at the time of their decease were on full pay at the station to which the church belongs.* Q. xv. 134.

DEPOTS.

Q. What are the duties of an officer commanding a regimental district?

A. *The command of the regimental depot, the command, training, and inspection of the infantry of the Militia, Volunteer, and Reserve Forces in the district, the superintendence of all recruiting, and the charge of arms and stores at each depot. In his absence, the G. O. C. is responsible for general duties, and the senior officer present for regimental duties. Militia and Volunteer Artillery are under the command of the C. R. A. of the district, and the officer appointed to the command of each Militia and Volunteer Artillery district performs the executive and recruiting duties under his orders.* Q. xviii. 1, 3.

Q. State the regulations as to the appointment of adjutant to a depot.

A. *The adjutant of a Militia unit, the headquarters of which are at the same station, will be required to act as*

adjutant of the depot, provided he is serving on the full pay of the regular army. In other cases an acting adjutant (not above the rank of captain) will be selected from the officers of the depot, and appointed for a three years' term. Q. xviii. 7.

Q. Give some of the more important regulations bearing on the selection and employment of **officers at a depot.**

A. C. officers will certify that the officers chosen possess tact and aptitude for dealing with young soldiers, and will set them a good example. The senior major and two senior subalterns of a cavalry regiment, and the two senior majors, two senior captains, and four senior subalterns of an infantry regiment are not to be selected. The ordinary tour of duty is two years, when officers are relieved by others recommended by the C. officers of battalions. Officers at a depot are not allowed to attend garrison classes or schools of instruction. A special report is made to the Adjutant-General when an officer has completed his depot service, and also when both the major and captain at the depot are married. Q. xviii. 9.

Q. Specify the conditions under which **N. C. officers and men** serve at depots.

A. N. C. officers should be selected for their aptitude in training and dealing with recruits, and soldiers sent should be smart and of good character, and if practicable have not less than three years' service. The tour of duty at the depot for N. C. officers (except in the case of the depot staff) will be three years. Recruits not enlisted at battalion headquarters are, as a rule, sent to the depot to be trained. All N. C. officers and men sent home from abroad for discharge, transfer to reserve, or as invalids or prisoners, will be borne on the strength of the depot till their cases are settled. Q. xviii. 13, 20, 21.

Q. In what manner is the **promotion of N. C. officers** arranged?

A. For purposes of promotion, the names of all N. C. officers serving at home is kept on one roll. On the roll

kept at the depot, the N. C. officers of the home battalion are entered in red ink, while depot N. C. officers are similarly entered on the home battalion roll; thus no N. C. officer can be promoted or passed over without the mutual consent of the C. officers of the depot and home battalion. Any differences of opinion will be referred from the depot to the G. O. C. The above rules do not apply to rifle battalions, or interfere with the appointment of lance-sergeants or lance-corporals. The battalion abroad is to be given a fair share of the promotions above the rank of sergeant, and when both battalions are abroad, the promotion of N. C. officers at the depot must be arranged between the C. officers and the officer commanding the regimental district. Q. xviii. 14, 16.

Q. How are vacancies which occur in the depot establishment filled up and interchanges carried out?

A. The officer commanding the regimental district acquaints the C. officer of the home battalion, who will select the N. C. officers and men and apply to the G. O. C. for the necessary routes. Applications for interchanges between the depot and home battalion, if approved by the same authorities, will be made to the G. O. C., who will order them to be carried out. Q. xviii. 18.

Q. Give some of the regulations affecting N. C. officers and men sent home from a battalion abroad.

A. Vacancies caused by N. C. officers and drummers sent home will not be filled up until they are discharged or transferred to the reserve, except in the case of Indian vacancies, which are filled up in twenty-eight days. Vacancies caused by invalid N. C. officers who are not discharged are not filled up until they are absorbed in the depot establishment. Invalids reported fit for service join the home battalion, but those for discharge and soldiers sent home on completion of service are disposed of as directed by the Adjutant-General. Prisoners sent home to undergo their sentences will on release join the home battalion, and must therefore be transferred to it from the depot. Q. xviii. 20, 23.

Q. What documents are to accompany soldiers sent home from abroad ?

A. The documents required by regulation are given in charge to the officer conducting them, who will arrange that the defaulter sheets and medical history sheets are readily accessible during the voyage. Soldiers not in charge of an officer are provided with a statement of accounts and an embarkation return, but their other documents are sent by post to their destination. Nominal rolls of invalids are to be sent to Netley, and those of time-expired men and men for transfer to reserve, to the discharge depot a fortnight before embarkation. The nominal rolls (in duplicate) which accompany the men are to be completed on arrival, and a copy sent to each of the respective depots. The statement of accounts of invalids and time-expired men are made up in separate packets, to be handed on arrival to the paymaster at Netley and the discharge depot. The officer in charge is responsible for handing over the other documents to the authorised authorities. **Q.** xviii. 24, 25 ; xvii. 208.

Q. What monthly return is to be rendered from regimental districts to the G. O. C. and the Adjutant-General ?

A. A return of the whole force within the district (**B.** 171), which gives also a detailed report of the recruiting therein for the regular army. **Q.** xviii. 27.

Q. What returns are transmitted monthly between depots and service companies ?

A. A monthly return (**B.** 168) from depot to line battalion, with any necessary reports ; a monthly state (**B.** 170) from service companies to depot, with nominal lists of men who join, are sent home, or become casualties during the month, together with a copy of the entries in the casualty book, distinguishing invalids from time-expired men. **Q.** xviii. 28.

Q. What documents accompany men sent from the depot to service companies ?

A. The usual transfer documents noted in **B.** 278.

Q. Where are the names, residences, &c., of **Army Reserve men** to be found?

A. At the depot of the regiment to which they belong. In the infantry reserve men (sections B. and C.) are shown as supernumeraries in the monthly returns of the depots; in other branches of the service they are shown in the monthly returns of their corps. **Q.** xviii. 31.

Q. Explain the position of the officer commanding a regimental or R. A. district with regard to the employment of officers and N. C. officers of the depot and the permanent staff of militia and volunteers in the district.

A. He has entire command and control, except that a militia unit out for training is under the command of its own C. officer. **Q.** xviii. 33.

Q. Under whose care are the **arms and munitions** stored?

A. The quartermaster of the depot, acting under the orders of the officer commanding. **Q.** xviii. 35.

Q. Give the rules as to the disposal and surveillance of **line recruits** at a depot.

A. Should the depot barracks become overcrowded before their recruit training is completed, they may be removed to the home battalion. During the first three months' service they will be paraded weekly for health inspection, and at the end of three months a special report will be made on men considered unfit for the service. **Q.** xviii. 37.

Q. What are the general rules as to training **militia recruits**?

A. Militia recruits at a depot are attached to the depot companies and trained with the line recruits. Where detached headquarters of militia coincide with a military station, militia recruits will be lodged in barracks, attached to the regular troops, and drilled under their own sergeants, under supervision of the officer commanding the station. In this case recruits may be trained either on enlistment or immediately before the training of their battalions. **Q.** xviii. 38.

Q. Under whose command are men of the first-class Army Reserve?

A. The officer in charge of their documents. Q. xviii. 41.

Q. By whom is the annual inspection of Militia, Volunteers, and Infantry of the Army Reserve carried out?

A. The officer commanding the regimental district, unless the forces are sent for training and inspected at a large tactical station. Q. xviii. 42.

Q. Give some details as to the formation of the cavalry depot at Canterbury.

A. It is formed of depot troops detached from regiments stationed abroad. The roster and seniority for all duties (other than garrison duties) is regimental. The promotion of N. C. officers is arranged as in the infantry depots. Depot troops are to be exercised in the drill season as far as possible as a regiment. On the embarkation of a cavalry regiment for service abroad, all original attestations are forwarded to the depot. Q. xviii. 45.

ENLISTMENT AND RECRUITING.

Q. Give an outline of the present recruiting arrangements.

A. The Inspector-General of Recruiting is charged with the general superintendence. Assistant-Adjutant-Generals for recruiting and recruiting staff-officers have areas assigned them within which they direct recruiting for the regular army and militia, assisted by special recruiters and certain militia staffs. Recruiting is also carried on in each regimental district, Militia and Volunteer Artillery district, and Royal Engineer district, under the direction of the officer commanding it. The C. officers of regiments of cavalry, battalions of infantry, batteries and companies of artillery and detachments of the Army Service corps and Medical Staff corps may with certain limitations enlist recruits.

Q. What recruiting agencies are at the disposal of an officer commanding a regimental district?

A. The regimental depot, staff of militia battalions, adjutants, and sergeant-instructors of volunteers, special recruiters, paid pensioner recruiters, army reserve men and pensioners (not under rank of sergeant); assistance is also afforded by post-offices and civil employment registration.

Q. Summarise the duties of the officer commanding a regimental district in connection with recruiting?

A. He will assign definite areas to recruiting officers, and move about recruiters according to requirements. Recruiting will be conducted in the sequence laid down: (1) the R. A., R. E., and Foot Guards; (2) the territorial regiment; (3) regiments for which men are specially wanted, &c. Militia men (not recruits) may always be enlisted into their line battalion, even if it is up to strength. The working of recruiting offices when opened is to be closely watched, notice boards freely exhibited, and recruiting pamphlets kept for distribution. The recruiting contingent allowance will be expended according to orders, but must not be exceeded. One month before militia training a report (B. 2098) is to be forwarded to the Adjutant-General showing the arrangements proposed for recruiting during the absence of the paid recruiters with their corps. R. R. 5, 7, 9, 11, 13, 20.

Q. Explain the use of post-offices as recruiting agencies.

A. A notice is hung up in each office notifying the advantages of the army, and stating that forms of application to enlist (B. 210) can be obtained. The form when filled up is posted by the person desirous of enlisting to the officer commanding the regimental district, who will at once reply and direct the applicant to the nearest recruiter. The recruiter will then give the applicant a notice paper and take steps for his enlistment. R. R. 14.

Q. Give some details as to the recruiting carried out by officers commanding regiments, battalions, and batteries.

A. At headquarters a N. C. officer should be appointed as ordinary recruiter. A cavalry C. O. may enlist and finally approve recruits for his own regiment (if under

establishment) or for general service infantry. A battalion C. O. can enlist and approve recruits for his own regiment (if under strength) or for general service infantry, and can enlist men for the artillery, sending them for approval to the nearest R. A. depot. The C. O. of a battery or company can enlist and approve recruits for his own battery or company (if under strength) or for general service infantry; but in other cases of artillery recruits will send them for approval to Woolwich or the nearest garrison artillery depot according to circumstances. Infantry recruits may be posted to any regiment open for recruiting in the district in which they are enlisted. R. R. 21, 25.

Q. State the regulations as to recruiting officers.

A. Adjutants and quartermasters of militia, adjutants of volunteers, and district officers R. A. may be appointed recruiting officers with extra-duty pay. Adjutants of regulars, acting adjutants of regimental depots and adjutants of militia and volunteers not specially appointed are ex officio recruiting officers, but do not receive pay. Their duties are to superintend recruiting in the areas assigned to them, issue orders to recruiters, visit them, examine their diaries, and carry out the primary military examination of recruits. R. R. 28, 61.

Q. Explain the terms ordinary recruiter, paid recruiter, special recruiter.

A. Any N. C. officer or soldier of good character may be appointed an ordinary recruiter and receive authority to recruit from his C. O. on B. 218. Sergeant-instructors of volunteers are usually thus employed under the orders of their adjutant. The number of paid recruiters in each regimental or artillery district will be decided by the Adjutant-General, and N. C. officers will be appointed by him on the recommendation of the officer commanding the district, who has the power also of depriving them of their appointments. N. C. officers of cavalry and corps not having a territorial connection may similarly be appointed as special recruiters on the recommendation of the C. O. of the corps. A special recruiter may be paid or not according to circum-

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stances, and can only be relieved of his appointment by the authority of the Adjutant-General. The term "bringer" is applied to any person instrumental in procuring the enlistment of a recruit through the recognised agencies, and who applies for a fee for his work (2s. 6d. to 5s. according to circumstances). R. R. 33, 38; P. W. 585.

Q. What special qualifications should a recruiter possess?

A. He should be a smart soldier, of good appearance, and capable of standing considerable exposure to weather. He should be instructed how to measure recruits, and be able to detect physical defects or signs of disease in a recruit. R. R. 31.

Q. Describe the duties of a recruiter.

A. He will do his best to obtain recruits for the army and militia in the area assigned to him. He may always enlist men for general service (infantry), but for special corps only as directed. He is responsible that the authorised posters are put up, and that the pamphlets setting forth the advantages of the army are widely distributed. The instructions as to enlistment will be strictly carried out, and a copy of the "pamphlet for recruiters" is to be always in his possession and kept corrected up to date. On the last day of each month a diary (B. 75) of his proceedings during the month is to be furnished to the recruiting officer. R. R. 36.

Q. Give some details as to the appointment of conducting sergeant.

A. N. C. officers of the army of long service, who have done well as recruiters, may be appointed conducting sergeants in large cities. Their duties are to take recruits to the railway station or place of embarkation, and receive those arriving or passing through from other districts. R. R. 41.

Q. Under what circumstances are discharged men allowed to re-enlist?

A. Men discharged from the army, navy, marines, or R. I. Constabulary, may re-enlist up to the age of twenty-eight, if otherwise eligible. R. R. 47.

Q. In what cases may an approving officer authorise special enlistment?

A. *Recruits desirable, but not up to age or standard, married men, widowers, foreigners, men wishing to join a corps not open to recruiting, or corps of armourers or school of musketry, or band of R. M. College, or for appointment as R. E. mechanists.* R. R. 48.

Q. What persons are absolutely disqualified for enlistment?

A. *Men serving in the regular forces or the reserve, or who have been discharged from H. M. forces for misconduct, or with a bad character, or as unfit for the service, militia-men out for training who have not obtained a militia discharge, apprentices, men who have been sentenced to penal servitude.* R. R. 51.

Q. What are the terms of service?

A. *Long service of twelve years with the colours, short service of a certain period with the colours, and a further period in the reserve.* R. R. 55.

Q. To what corps is long service restricted?

A. *Household cavalry, ordnance artificers, band of R. M. College, schoolmasters, armourers, West India regiment, bandsmen of Foot Guards, R. E. mechanists, and West Indian details, sergeant-master tailors, boys.* R. R. 56.

Q. State briefly the terms of short service in the various arms.

A. *Cavalry, artillery, and infantry, seven years' army, and five years' reserve service; Army Service corps, three years' army, and nine years' reserve service; Foot Guards, Medical Staff corps, and Royal Engineers, either of the above terms of service. If the period of army service expires while a man is abroad, one year may be added to the army service and deducted from the reserve service.*

Q. Under what circumstances are special terms of enlistment allowed?

A. *The post-office corps, corps of army signallers, R.E. telegraph, and railway reserve are enlisted for three years' army and three years' reserve service. The men will be*

transferred to the reserve immediately on enlistment, and will be discharged from the army when they cease to be employed in the post-office or railway company. R. R. 57.

Q. Describe the proceedings to be taken when a recruit presents himself for **enlistment**.

A. The recruiter will ask him if he has received a notice paper, and if he has not, will give him one. The recruiter will then take the man before the recruiting officer for the primary military examination, or (if there is no officer) carry out the instructions himself. The man will be personally inspected, and a few questions put to him to find out if there is any manifest disqualification. If there is a doubt about the recruit's answer as to questions about age or previous service, he should be asked for a reference, and application (B. 64) made as to his antecedents. When everything is satisfactory, the recruit is medically examined by a military medical officer, or (if there is not one) by the recruiting officer or recruiter. The man must be of the proper age and measurements, have all his faculties in good preservation, and be without any important physical defect. The attestation will then be proceeded with, and the recruit will then be sent for final medical examination to the station at which the final approval is carried out. R. R. 60 et seq.

Q. State briefly what is contained in the **notice paper** (B. 205).

A. The time and place of attestation, the general conditions of the contract of enlistment, and a list of the questions to be answered before attestation.

Q. What officers are authorised to **attest recruits**?

A. Recruiting staff-officers, and officers commanding corps, regimental and militia artillery districts, regiments, battalions, divisions, depots, batteries, and companies of the R. A., cavalry, and rifle depots, detachments of the A. S. corps and M. S. corps, the assistant-commandant S. M. E., and field-officers in command of stations. In the absence of officers commanding districts, the C. O. of the depot takes his place. R. R. 77.

Q. When an officer authorised to attest recruits is not available, what is done?

A. *The recruit is attested before a magistrate. R. R. 66.*

Q. How are the **attestations** to be prepared?

A. *In duplicate, each being signed by the recruit, a witness, and the official who attests. The recruiting officer or recruiter will write the word duplicate at the head of one copy. The official age of the recruit will be that declared on his attestation, and cannot afterwards be altered. The parish of the man should be described as fully as possible. R. R. 70, 73.*

Q. When a **certificate of trade efficiency** is required, how is it to be obtained?

A. *The recruit should be tested in an R. E. workshop, or, if that is not possible, by a civilian tradesman for a fee of 2s. The attestation need not be delayed while the certificates are being obtained. R. R. 74; P. W. 593.*

Q. If a recruit objects to be **vaccinated**, what is done?

A. *His enlistment is not proceeded with. R. R. 72.*

Q. If a recruit, after attestation for a corps, is found disqualified for it, what course is pursued?

A. *A discharge is made out by the approving field-officer, unless the recruit consents to a transfer to a corps for which he is eligible. R. R. 76.*

Q. Describe the **final approval** of recruits.

A. *As soon as possible after attestation the recruit is taken before the approving medical officer and the approving field-officer. Recruits attested at out-stations are furnished with a pass directing them where to proceed to. Should the approving field-officer object to a recruit passed by the medical officer, the case is submitted to the Adjutant-General, who may cause the man to be discharged by an entry on third page of attestation. The approving officer is responsible that the attestations are correctly filled in. R. R. 79, 82; Q. xix. 86, 121.*

Q. What **officers** are charged with the final approval of recruits?

A. Recruiting staff-officers, officers commanding regimental and militia artillery districts, regiments, battalions, field-depots, batteries and companies R. A., and detachments of A. S. corps and M. S. corps, the assistant-commandant S. M. E., and officers specially appointed. R. R. 84.

Q. What becomes of the recruits after final approval?

A. They are appointed to the corps for which they enlisted, and forwarded to it. If enlisted for general service, they are sent to any regiment or corps for which the district is recruiting, and the man is eligible according to the terms of his enlistment. The attestation and duplicate attestation are sent to the authorised authorities. R. R. 90; Q. xxii. 14, 15.

Q. In the event of a recruit **absconding** before final approval, what is done?

A. He is appointed pro formâ to the corps he enlisted for, or, if he enlisted for general service, to some corps of the branch he enlisted for. The attestations are sent to the prescribed authorities, accompanied by a letter of explanation. R. R. 91.

Q. Give the general rules as to the **enlistment of boys.**

A. A limited number of boys of good character, between fourteen and sixteen years of age, may, with the consent of their parents or guardians, be enlisted for training as trumpeters, drummers, buglers, musicians, or tailors. Boys are not to be enlisted on probation. Vacancies in regiments or battalions at home are filled by their C. officers; those abroad (other than India) by the officers commanding the cavalry or regimental depot. Vacancies in India will, if possible, be filled locally; and boys, if sent out there from home, should be not less than fifteen years of age. Authority for enlisting boys in the R. A., R. E., or departmental corps, must be obtained from the D. A. G. or staff-officer of the corps. No boys, except those from the Military Schools at Chelsea and Dublin, are to be enlisted in anticipation of a vacancy. R. R. 94 et seq.

Q. Where are boys to be sent on enlistment?

A. Those belonging to regiments and battalions at home to headquarters, those enlisted for cavalry abroad to the cavalry depot, those of infantry battalions abroad to the headquarters of the home battalion. R. R. 106.

Q. State the special regulations referring to boys of the Hibernian and Chelsea Military Schools.

A. The commandant of the institution will forward the application for enlistment to the Adjutant-General or D. A. G. or staff-officer of corps, who will issue instructions for enlistment. Even if there are no vacancies in the particular corps desired, a boy may be enlisted, provided the total establishment of boys is not exceeded. He will then be absorbed when a vacancy arises. R. R. 103, 105.

Q. With what object may pensioners be re-enlisted?

A. To fill vacancies on the permanent staff of the Militia or Volunteers, or in the A. S. corps or military departments; but only to undertake such special duties as are usually performed by men of over twenty-one years' service. R. R. 108.

Q. What pensioners are ineligible for re-enlistment?

A. Men discharged on pension on reduction after fourteen years' service, pensioners from the permanent staff of Militia and Volunteers, pensioners discharged as warrant officers, men discharged with pensions as invalids. R. R. 120.

Q. Describe the proceedings on re-enlistment.

A. The primary military and primary medical examinations are dispensed with, and the approving medical officer will certify that the pensioner is "fit for service." The enlistments will be carried out on the long-service attestation form (B. 267), the necessary alterations being made in writing. The other arrangements are as usual. R. R. 121.

Q. What are the rules as to the conditions of service?

A. A pensioner, not exceeding forty-five years of age, may be re-enlisted for five years, and his service may be

renewed up to fifty years of age, or to the limit of age fixed in particular cases. They are re-enlisted in a corps or regiment without reference to rank, and posted for duty in the rank they are to hold. Service on the permanent staff of the Militia and Volunteers will count towards an increase of pension. All re-enlistments are to be reported to the War Office on the prescribed form. R. R. 115 et seq.

Q. Specify the conditions necessary for re-enlistment in the **barrack section**, Army Service corps.

A. The applicant must have held at least the rank of sergeant at time of discharge, and be in possession of a second-class certificate. Pensioners are re-enlisted for twelve years, or to complete fifty-five years of age, the service being renewable up to age of sixty in special cases. A probation of three months is necessary. R. R. 113.

Q. Where are recruits, raised in recruiting, regimental, or Militia and Volunteer Artillery districts, sent?

A. Cavalry, to regiments at home and depots of regiments abroad; Foot Guards, to Horse Guards, Whitehall; field-artillery and ordnance store corps, to Woolwich; garrison artillery, to a depot; engineers, to Chatham or Aldershot; infantry, to regimental depot or home battalions (in special cases); Army Service corps and Medical Staff corps, to Aldershot. R. R. 126.

Q. When recruits receive joining orders, what **preliminary arrangements** are made?

A. The officer sending them will furnish, by a previous day's post, to the proper officer at destination a report (B. 206), showing where and when they are to be met. Recruits will be paraded the day before departure, and receive cautions and instructions about their journey, and, if necessary, will be given written instructions as to the way they are to travel. They will be warned to give up their passes (and greatcoats lent them) to the receiving sergeant on arrival. R. R. 129, 134.

Q. Give some further details as to the arrangements for the journey.

A. N. C. officers will conduct them to the station or

place of embarkation, and give them a pass for recruits (B. 216), and see them fairly off. The guard of a train should be informed of the men to be moved at any junction, and, if possible, a through carriage should be secured. Arrangements about diet should be made with the stewards of steamers, and the masters of vessels cautioned about letting the men disembark at intermediate ports. A receiving sergeant should meet the recruits at their destination, and collect their passes and greatcoats. R. R. 130.

Q. What instructions are given as to halting at night?

A. This should always be avoided. Recruits unavoidably detained in London, Bristol, or Dublin are to report themselves, and stop at the prescribed barracks. Recruits should not be sent so as to arrive in London on a Saturday, and in passing through town should use the Underground Railway as much as possible. R. R. 128.

Q. How are recruits at out-stations enabled to travel to obtain final approval?

A. Travelling warrants with the name of the destination filled in are furnished by recruiting officers to recruiters, who fill in the details and issue them to the recruits. R. R. 131.

Q. Describe the procedure when recruits desert while en route to join their corps.

A. An immediate report will be made by the C. O. of the prisoner's corps, and the usual steps as to deserters be taken. The report will be forwarded to the approving officer, who will add full particulars as to the enlistment of the recruit, and give his opinion as to whether the recruiter in the case took sufficient precautions in ascertaining the man's antecedents. The report will then be submitted to the Financial Secretary, War Office. In the case of absconding recruits, the court of inquiry under S. 72 may be dispensed with. R. R. 136.

EXTENSION OF SERVICE.

Q. In what cases may an extension of army service to twelve years be demanded as a right.

A. Warrant officers can extend their service at any time. N. C. officers, if medically fit, after a year's probation in a rank not below corporal or bombardier, can exercise their right in the last month of the probationary service. Q. xix. 2.

Q. In what cases may N. C. officers be permitted to extend their service?

A. N. C. officers who have failed to exercise their right as above may be allowed after completing three years' service to extend their service to seven years, and subsequently to twelve years.

Q. Name the cases in which soldiers may be granted an extension of service.

A. Soldiers enlisted for not less than six years' service may, after three years' service, if in possession of one G. C. badge, be allowed to extend their service to seven and twelve years. Men enlisted for three years with the colours and nine years with the reserve may be allowed similarly to extend their service at any time. Soldiers sent home from abroad for the purpose of transfer to the reserve will not be allowed to extend their service on arrival at home.

Q. Under what conditions is an extension of service compulsory.

A. Short-service men on appointment as trumpeters, drummers, &c., are required to extend their service to twelve years, but, on losing the appointment, the original terms of service may be reverted to. This rule does not apply to the permanent staffs of the Militia, Yeomanry, or Volunteers.

Q. What persons have a right to re-engage up to twenty-one years' service, subject only to the veto of the Secretary of State for War?

A. Warrant officers, sergeants, and military staff-clerks

after nine years' service, schoolmasters after eleven years' service, provided in all cases they are medically fit. Q. xix. 3.

Q. On what condition is re-engagement permitted, and to whom?

A. Corporals, bombardiers, bandsmen, pipers, and artificers may be allowed to re-engage after nine years' service, trumpeters, drummers, buglers, soldiers with two G. C. badges, and specially recommended men, after eleven years' service. Armourers may be re-engaged for the corps of armourers within three years of completing their original term of service. Q. xix. 3; C. vii. 214.

Q. Describe the mode of application for re-engagement.

A. A. C. officer will forward Army Form O. 1724, signed by the soldier and himself, a copy of the man's record of service, and a statement (in the case of a soldier) of the special grounds of recommendation. Q. xix. 4.

Q. What becomes of the re-engagement paper (O. 1724)?

A. It is attached to and preserved with the original attestation. Q. xix. 5.

Q. Under what circumstances is re-engagement prohibited.

A. Soldiers are not allowed to re-engage who have been sent home from abroad on account of (a.) declining to re-engage while abroad, (b.) having demanded a free discharge. Q. xix. 6; P. W. 609.

Q. May men re-engaged abroad be recommended to be sent home?

A. Yes; if they desire it, after eight years' continuous service abroad. Q. xix. 7.

Q. When a soldier is eligible to re-engage, and desires to re-engage into another corps, what steps are taken?

A. An application for transfer should be made in time to admit of the man being re-engaged and transferred before the expiration of his first period of service. The re-engagement should be carried out before the transfer. Q. xix. 8, 28.

Q. Define the term "**artificer**" for the purposes of re-engagement.

A. It includes saddlers, saddle-tree makers, smiths, wheelers, collar-makers, tailors, shoemakers, pioneers, trained specialists of the R. A. and R. E., and workmen of all trades in the Supply and Ordnance corps. Q. xix. 9.

Q. Under what conditions is **continuance in the service** beyond twenty-one years allowed?

A. Warrant officers, if medically fit, have a right to prolong their service, subject only to the veto of the S. of State for War. N. C. officers and men serving at depots or on permanent staffs may be permitted to prolong their service. Other N. C. officers and schoolmasters are also allowed the privilege, if recommended by their C. O. In the case of soldiers, they must be of good character and specially recommended. Armourers may be permitted to continue up to twenty-five years' service, and military staff-clerks if recommended by the officer commanding. Q. xix. 10; v. 97; vii. 219.

Q. What notice is to be signed by a soldier desirous of continuing in the service?

A. Army Form B. 61, which should be preserved with his original attestation. Q. xix. 11.

Q. Under what other circumstances may a soldier's **service be prolonged** after the date on which he is entitled to discharge or transfer to the reserve?

A. A soldier may be detained with the colours for an additional twelve months when serving beyond the seas, in time of war, or when the reserves are called out in case of national danger. Soldiers on active service abroad may also volunteer their services till the end of the campaign. S. 87.

Q. What are the rules as to the **discharge** of soldiers who have been allowed to continue serving over twenty-one years?

A. The case of warrant officers is reported to the

Adjutant-General. Soldiers may be discharged by their C. O. after giving them one month's notice, and a soldier may claim his discharge on the expiration of three months' notice given by him to his C. O.

RECKONING OF SERVICE.

Q. Explain the manner in which **service is reckoned** towards limited engagement.

A. It counts from the date of attestation. In the case of soldiers serving under the Acts of 1867 and 1870, absence from duty by reason of desertion, absence without leave over five days, imprisonment under sentence of a court, detention awaiting trial that results in conviction, imprisonment by C. O. (before 1875), and being a prisoner of war through neglect, does not reckon in the period towards the completion of engagement. Under the Acts of 1879 and 1881 all service counts towards discharge unless forfeited by reason of desertion or fraudulent enlistment.

Q. xix. 146; S. 79.

Q. Under what conditions does a soldier **forfeit the whole** of his prior service under the Acts of 1879 and 1881?

A. On conviction of desertion or fraudulent enlistment, or upon his trial being dispensed with on confession of these crimes. He will then be liable to serve for the term of his original enlistment from the date of conviction or dispensing order. All or part of the service forfeited may be restored by the S. of State for War, or on the recommendation of a court-martial. Q. xix. 147.

Q. How is the case of a **reserve man who re-enlists** irregularly dealt with?

A. If relegated to the reserve, he serves on the terms of his original attestation; if retained with the colours, his service will reckon from the date on which he improperly enlisted. Q. xix. 149.

Q. Give the instructions as to the reckoning of former service and restoration of forfeited service towards G. C. pay and pension of soldiers who re-enlisted before 1st October 1880.

Q. *They may be recommended for the restoration of their former service on completion of five years clear of the regimental defaulter book.* **Q.** xix. 150; **P. W.** 603, 993.

MEDALS.

Q. To whom are C. officers to forward their recommendations for the medal with annuity, Victoria Cross, distinguished conduct medal, and good conduct medal?

A. *The three former to the Military Secretary, with descriptive returns, records of service, statements of foreign and field service, and of wounds and distinctions; the latter on Army Form B. 176 to the Adjutant-General. Applications for the medal with annuity and good conduct medal are to be accompanied by certified copies of defaulter sheets, and previous convictions. Recommendations of permanent staff of Militia, Yeomanry, and Volunteers for a G. C. medal will be forwarded by the officer commanding the regimental district, accompanied by a letter from C. O. of applicant. When a corps is abroad, it must be stated whether the recipient is likely to be sent home before the medal could reach him.* **Q.** xx. 1, 7.

Q. Give some details as to the above medals?

A. *The medal for meritorious service or that for distinguished conduct may be given to N. C. officers not under the rank of sergeant, together with an annuity of £20. To the Victoria Cross a special annuity of £10 is added, while gratuities of £5 may under certain conditions be given with the good conduct medal and the distinguished conduct medal.* **P. W.** 969, 979, 981.

Q. What N. C. officers and soldiers are eligible for the good conduct medal?

A. Such as have served eighteen years with irreproachable character and are in possession of four G. C. badges. Twelve entries in the regimental defaulter book, ten cases of drunkenness, or a conviction by court-martial within the eighteen years, or a civil conviction for felony, or a disgraceful offence, or the fact that a N. C. officer has been drunk under arms, renders a man ineligible. Q. xx. 3.

Q. Whose duty is it to bring to the notice of a C. O. claims for a good conduct medal?

A. Officers commanding squadrons, batteries, or companies. Q. xx. 6.

Q. Under what circumstances may soldiers ineligible by reason of an offence be recommended for the medal?

A. When they have subsequently distinguished themselves by gallantry and zeal in the service; also a soldier convicted of a crime as a N. C. officer for which he would not necessarily have been tried had he been a private soldier, may be recommended if his defaulter sheet shows five years' continuous good conduct since the date of his reduction. Q. xx. 5.

Q. State the regulations as to the concurrent holding of medals by sergeants?

A. The medal for meritorious service cannot be held concurrently with the good conduct medal, but either of these medals may be held together with the medal for distinguished conduct in the field. Q. xx. 8.

Q. What measures should be taken to honour the recipient of a medal?

A. The grant will be announced in army and regimental orders, and the medal delivered to the soldier on a parade (general or regimental) specially ordered to witness the presentation. Q. xx. 9.

Q. How are medals worn which are granted by a society for bravery in saving life?

A. On the right breast. Authority is in all cases to be obtained from the Adjutant-General. Q. xx. 10.

Q. What becomes of medals forfeited, or belonging to men who have died in the service, &c.?

A. They are sent to the Adjutant-General for disposal.
Q. xx. 13.

Q. When troops proceed on active service, may men leave their medals behind?

A. If they desire it. The C. O. will make arrangements for their safe custody. *Q.* xx. 12.

Q. When medals are forfeited by sentence of a court-martial or otherwise, is the Victoria Cross included?

A. No. A report will be made to the Military Secretary to ascertain Her Majesty's pleasure as to the retention or forfeiture of the cross. *Q.* xx. 14.

Q. When forfeited service is restored, are medals at the same time forfeited also restored?

A. Yes, but the medals must be separately applied for.
Q. xx. 15.

Q. What course is pursued in the case of a lost medal?

A. When a man is unable to produce a medal at the weekly inspection, a Board (one captain and two subalterns) is to inquire into and record the loss. If the Board is of opinion that the man has designedly made away with the medal, he will be charged with the offence by his C. O. If convicted, the offender, after five years' absence from the regimental defaulters' book, may be recommended for a new medal on paying the value thereof. *Q.* xx. 16.

Q. What happens in other cases?

A. If the loss is proved to have occurred through neglect, the loser may be provided with a new medal at his own expense after serving two years clear of the regimental defaulter book. If the loss be accidental, the Board may recommend that a new medal be supplied either at the public or the loser's expense, according to circumstances. *Q.* xx. 17.

Q. Describe the proceedings of the Board of inquiry.

A. It is invariably to call for evidence from an officer as to the character of the soldier concerned. When no

testimony beyond the loser's word is produced, the Board, except under very special circumstances, will record that the loss occurred from neglect. When the Board recommends the medals to be replaced at once, the proceedings and the prescribed form of return, as well as any clasps not lost, are to be forwarded to the Adjutant-General. In the event of a medal not having to be replaced at once, the proceedings are delayed until the prescribed time has elapsed. Q. xx. 19; B. 177.

Q. State the regulations as to foreign orders and medals.

A. Application must be made through the Foreign Office for permission to wear an order. No foreign medals or decorations can be replaced if lost. Q. xx. 22.

MESSES AND BANDS.

Q. Explain briefly the duties of a C. O. as regards the officers' mess.

A. He is responsible that the mess is economically and carefully managed, that the accounts are properly kept, and that all mess bills are regularly paid. Q. vii. 33.

Q. State the rules as to payment of mess-bills.

A. Mess-bills are to be paid on or before the seventh of the month, and if not settled by the fourteenth, the officer will be suspended as a member of the mess, and the case reported to the G. O. C. Should the account still remain unpaid at the end of the month, the officer will be placed in arrest or suspended from duty by the G. O. C., who will report the case to the Adjutant-General. An officer serving abroad may be dealt with as above, or be ordered to continue to perform duty until the decision of the C.-in-Chief can be obtained as to whether he shall be removed from the service. An officer proceeding on leave for more than seven days will certify to his C. O. that his mess-bill is paid up to date. Q. vii. 34.

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Q. What officers only are **exempted** from being dining members of a mess?

A. Married officers whose wives or families are with them. Any difference of opinion as to exemption under this regulation will be referred for decision to the G. O. C.
Q. vii. 37.

Q. Explain the position of a **civilian mess-man**.

A. He is an independent contractor, and tradesmen should be cautioned that officers are not responsible for debts incurred by him. Mess-men are forbidden to cash bills for officers or advance them money, and should clearly understand that they infringe this regulation at their own risk.
Q. vii. 38, 40.

Q. Are N. C. officers allowed to act as mess-men?

A. A sergeant may act as caterer or mess-man, but all pecuniary transactions with tradesmen should be supervised by the mess committee. No N. C. officer is to be employed about a mess in a mental capacity. **Q.** vii. 39.

Q. What are the regulations as to **contributions** to the officers' mess?

A. Regimental officers, on appointment to a unit of cavalry or infantry, pay a sum not exceeding thirty days' pay, charged in monthly instalments of three days' pay on the original net pay of each officer's rank. On promotion in a battalion or to another battalion of the same regiment, an officer pays in like manner a sum not exceeding thirty days' difference between the old pay and the new. On exchange, transfer, or promotion to another regiment, or exchange or transfer for his own convenience to another battalion of his regiment, he is charged with contribution to the new regiment or battalion, but is not liable to mess fund of former unit beyond the month of removal. **Q.** vii. 42, 45.

Q. What is the practice in other corps?

A. Officers of the R. A. and A. S. C. pay on appointment a contribution to their headquarter mess, and a further contribution to each regimental or station mess they may join. Officers of the R. E. pay to the mess of their

corps at Chatham one day's pay of their rank annually in lieu of contribution. Q. vii. 43, 46.

Q. When is the contribution or its instalment due?

A. It is assessed according to the dates given in the "London Gazette." An officer who from any cause leaves a unit is not charged for any instalments due beyond the month during which his removal took place. Q. vii. 47.

Q. Are officers returning to a unit from half-pay liable to a contribution?

A. Yes, except in the case of an officer who has already paid his contribution, and who returns to his unit within twelve months, or who having been compulsorily placed on half-pay, is brought back into his former position in the corps. Q. vii. 48.

Q. State the rules governing subscriptions to the mess.

A. All officers on the strength of a corps, whether present or absent, are to pay an annual subscription (charged quarterly in advance), not exceeding eight days' pay of their regimental rank. Majors and lieutenants who have attained an increased rate of pay subscribe at such rate. Married officers, who are not dining members, are only liable for a half subscription. On leaving a corps, the subscription is not to be charged against an officer after the date of his actually quitting it. Officers attached to units for one month or more pay their mess subscription to the unit to which they are attached. Officers attached to a mess for the purpose of attending a course of instruction subscribe to the support of that mess, and the amount is re-credited to them by their own mess fund. Officers at the Staff College subscribe only to the mess of the College. Q. vii. 50 et seq.

Q. Are there any cases of exemption from subscription?

A. General officers on the Artillery establishment are not called upon to subscribe to the Artillery mess of the garrison in which they may be doing duty. Seconded officers and those holding extra regimental appointments

are not, as a rule, called upon for mess subscriptions, with the exception of officers of the Royal Artillery, who are always liable when employed on duties connected with their corps. Q. vii. 51, 54, 57.

Q. May presents of plate be made to the mess by officers on first appointment or promotion?

A. No. Q. vii. 61.

Q. What limit is fixed for subscriptions to cover incidental expenses?

A. *The monthly charge should not exceed 10s. in ordinary and 15s. in extraordinary circumstances.* Q. vii. 62.

Q. How often and with what object are mess meetings held?

A. *Once in every three months, for the purpose of auditing the accounts, which will, with this object, be balanced quarterly. Votes will be taken on propositions brought forward, and the matter settled by the majority of votes, provided the C. O. concurs. General officers at their inspections will examine the accounts, and report the amount of the debts (if any) owed by the mess, and what provision has been made for their payment.* Q. vii. 63.

Q. How are detachment messes formed?

A. *When a unit is split up in wings, or furnishes a detachment of not less than three companies, a due proportion of the mess fund and mess necessities is to be assigned to it.* Q. vii. 65.

Q. Who is responsible for order and discipline at mess?

A. *The senior combatant officer ; no second position will be recognised.* Q. vii. 66.

Q. What restrictions are placed upon giving balls or other expensive entertainments?

A. *No ball, race luncheon, or other expensive entertainment can be given without the express sanction of the G. O. C., who will satisfy himself as to the wishes of the officers concerned, and will take care that no undue expen-*

diture is allowed. The entertaining of units on arrival or at departure from a station is prohibited. Q. vii. 67, 72.

Q. In proposing to give an entertainment or to invite a public guest (not an inspecting general), what procedure should be followed?

A. A paper notifying the proposal is circulated, and only those officers who sign the paper will be called upon for their share of expense. The cost is invariably to be apportioned in shares of so many days' pay. Q. vii. 68.

Q. On giving over the command of a unit, what duty falls upon the C. officer?

A. He will send to the G. O. C. a certificate that all debts owing by the mess have been paid, or are in process of payment. Should he be unable to furnish such a certificate, he will explain the reasons. The certificate and correspondence will be forwarded to the Adjutant-General, and an unsatisfactory explanation will lead to loss of further employment or promotion. Q. vii. 74.

Q. On assuming command of a unit, what precaution should an officer take?

A. He will satisfy himself that no mess debts are due which have not been reported in the certificate above referred to (a copy of which will be handed over to him), and he will then report to the G. O. C. that he is satisfied with the state of the funds. Q. vii. 76.

Q. Under what circumstances are officers exempted from contributing to entertainments?

A. When studying at the Staff College, or when absent from their unit holding a staff appointment, or when left behind in India as probationers for the staff corps, on the return home of their unit. Q. vii. 77.

Q. To what purposes should the authorised mess allowances be devoted?

*A. To provide hardware and other utensils, and to reduce the daily expenses of the mess, and the cost of the ordinary mess wines consumed at dinner. Q. vii. 78; *Al.* 510.*

Q. How is the mess at a **regimental depot** maintained?

A. It is credited with one-fifth of the contributions of the company officers of each line battalion belonging to it, as well as the annual subscriptions of all officers and staff actually serving at the depot. Adjutants and quarter-masters of militia battalions during the period of training may discontinue their subscriptions as long as they subscribe to the mess of their own battalions. **Q.** vii. 79.

Q. What establishment is authorised for **regimental bands**?

A. One bandmaster, one sergeant, one corporal, and for infantry twenty privates, for cavalry fifteen privates; irrespectively of the regulated number of buglers, trumpeters, drummers, fifers, and pipers. The men are to be perfectly drilled, and are liable to serve in the ranks on any emergency. **Q.** vii. 81.

Q. How is the good conduct of men employed in the band ensured?

A. A bandsman who commits an offence entailing an entry in the regimental defaulter book will be struck off the establishment of the band, and will not be eligible to be again taken on the strength until three months after the expiration of the punishment awarded.

Q. To what extent is **Government aid** afforded?

A. Bugles, trumpets, drums, and fifes are supplied at the public expense, and an allowance of £80 per annum given to each regiment of cavalry and battalion of infantry. **Q.** vii. 82; *Al.* 667.

Q. What contributions and subscriptions are to be paid to the **band fund** by regimental officers?

A. Officers on attaining the rank of captain contribute a sum not exceeding twenty days' original net pay of their rank, and again on promotion to field rank pay a further sum not exceeding twenty days' difference of pay. All regimental officers above the rank of subaltern pay quarterly in advance an annual subscription not exceeding twelve days' pay. The rules as to exemption, mode of pay-

ment, &c., are the same as those laid down for contributions and subscriptions to the mess fund, except that an officer never subscribes to the band of a unit other than his own, and that married officers pay full instead of half subscriptions. Officers of the R. A. and R. E. are specially legislated for. Q. vii. 83.

Q. What control exists over expenditure in the band?

A. The accounts of the band fund and all propositions for exceptional expenditure are to be laid before the officers at the quarterly mess meetings. Q. vii. 84.

Q. May the authorised establishment of a band be exceeded?

A. No, but specially enlisted boys may be trained as musicians and clothed as bandsmen, provided no additional expense is caused to the public. Q. vii. 85.

Q. How is the position of a bandmaster affected when bands are massed?

A. When units are brigaded for review or inspection with massed bands, the senior bandmaster will conduct. On other occasions the pieces of music are chosen according to seniority of appointment, and each bandmaster conducts during the performance of the piece he has chosen. Q. vii. 86.

*Q. With what object is the School of Music at **Kneller Hall** maintained?*

A. To train N. C. officers as bandmasters and private soldiers and boys as musicians. Q. vii. 89.

Q. What qualifications should be possessed by sergeants selected for training as bandmasters?

A. They should be of exemplary character, and by their education, manners, appearance, and musical ability give promise of doing credit to the position they wish to attain. Preference should be given to men who have held the position of band-sergeant, sergeant-trumpeter, sergeant-bugler, and sergeant-drummer. The possession of a first-class certificate of education is desirable, but the holding of a second-class

certificate is essential. N. C. officers who have not extended their service to twelve years or re-engaged will be called upon to do so before joining. Q. vii. 90.

Q. Describe the position and duties of a military bandmaster.

A. The appointment will be conferred only on N. C. officers who have qualified at Kneller Hall and have obtained a first-class certificate of education. A bandmaster is a warrant officer, who ranks next after the regimental sergeant-major, and is responsible for the command and discipline as well as the instruction of the band. He receives £70 a year from the band fund in addition to the pay of his rank, and must wear uniform when employed on any military duty. N. C. officers of the band are to be encouraged to attend a course of instruction in the theory of music, in order to qualify for the position of band-sergeant or band-corporal, and will be examined by the bandmaster at its close. Regimental musicians are to be aided in qualifying for the positions of sergeant-trumpeter, sergeant-bugler, and sergeant-drummer. Q. vii. 94, 97.

Q. Give the rules to be observed in selecting soldiers to be trained as bandsmen at Kneller Hall.

A. Care is to be taken that by character, habits, and aptitude for music the men selected are worth the trouble and expense of training. Married soldiers are not eligible, and short-service men will, before admission, be required to extend their service to twelve years. Applications to the commandant, Kneller Hall, are to be accompanied with a descriptive return (B. 71), and a copy of the company defaulter sheets of each individual. C. officers are always to specify the battalion which it is intended the men should join on termination of their instruction. Q. vii. 99.

Q. When a N. C. officer, private, or boy is sent to Kneller Hall, what documents are to be forwarded with him?

A. Medical history sheet, record of service (B. 200), extract certificate of education, defaulter sheets, statement of accounts, inventory of kit and transfer clothing statement.

Arms, accoutrements (waist-belt excepted), leggings, and full dress head-dress are left behind. Q. vii. 103.

Q. From what source should **band instruments** be procured?

A. Instruments of the proper pitch can be obtained on application to the commandant, Kneller Hall, at a cost of 25 per cent. less than the published prices. Q. vii. 104.

Q. Who is responsible for the formation and supervision of the **sergeants' mess**.

A. The C. O. is to form a mess whenever practicable, and is to see that it is conducted with economy, regularity, and order. The second in command will, as a rule, be charged with the more immediate supervision. Q. vii. 129.

Q. What N. C. officers are to be **members** of the sergeants' mess?

A. Regimental warrant officers, military bandmasters, staff and other sergeants, artificers ranking as sergeants and paid lance-sergeants; other lance-sergeants have the option of joining. Single members must always be dining members. First-class staff-sergeant-majors of the Army Service corps, conductors of the Ordnance Store corps, army schoolmasters and a limited number of N. C. officers of other corps, not below the rank of lance-sergeant, may be honorary members. Q. vii. 130.

Q. State the regulations as to fees and **subscriptions**.

A. An entrance fee not exceeding three days' pay is to be paid on appointment, and on promotion to sergeant and staff-sergeant a further difference of three days' pay. Monthly subscriptions are not to exceed 1s. 6d. for unmarried, and 9d. for married and detached members. N. C. officers belonging to the mess at Kneller Hall need not subscribe to that of their own corps.

Q. How is the **mess committee** formed, and what are its duties?

A. A president not below the rank of colour-sergeant and two sergeants (one married and one unmarried), appointed quarterly at a mess meeting, are responsible for

the whole management, and have power to authorise all ordinary expenditure. Mess meetings, at which all members are to attend, are to be held monthly under the presidency of the sergeant-major or senior staff-sergeant present, and the minutes of the proceedings are to be submitted for the approval and confirmation of the C. O. No outlay of an exceptional kind is to be made without the sanction of a mess meeting and the approval of the C. O.

Q. Describe the position and duties of the **caterer**.

A. A sergeant not on the mess committee is to be selected to act as caterer, and is exempt from all other duties. He is to take charge of all stores of eatables and liquors, and receives from members, either weekly or on the spot, the amounts due for issues of liquor. In every mess a "liquor book" is to be kept, in which all issues are entered, and the amounts paid in are to be accounted for to the treasurer on the day they are received. The mess will draw from the canteen all supplies with which it can be furnished, and with regard to other articles the C. O. will decide whether they shall be procured through the canteen or direct from tradesmen.

Q. What is the daily **rate of messing**?

A. It is not to exceed one shilling.

Q. What restrictions are placed on the **issue of liquor**?

A. No beer or spirituous liquor is to be sold before the forenoon parade, and under no circumstances to a private soldier or a N. C. officer who does not belong to the mess.

Q. Describe briefly how the **accounts** are kept.

A. A staff or colour-sergeant is appointed by roster to act as treasurer for the quarter. He collects from pay-sergeants the amounts due by members for messing and monthly subscriptions. The trade bills are signed by the president, and submitted to the second in command, who will pay those exceeding £1 in amount, and arrange for the payment of smaller amounts by the treasurer. The same officer will check weekly the accounts of the caterer and treasurer, and submit them with all vouchers to the monthly mess meeting. At quarterly mess meetings a state-

ment of accounts, signed by the president, is submitted for audit and approval, and is subsequently, laid before the C. O. No accumulation of funds should be allowed to remain in the treasurer's hands during the month, and any sum exceeding £5 is to be placed in the savings-bank.

Q. State the rule as to giving entertainments.

A. *Entertainments should be discouraged by C. officers, and are never to be given without the concurrence of two-thirds of a general meeting. Liquor used on these occasions is not to be charged against the mess fund. As a rule, hospitality should be limited to giving sergeants of regiments joining or quitting a station the privilege of honorary membership.* Q. vii. 132.

Q. Who is responsible for the maintenance of good order in the mess?

A. *The senior warrant officer or N. C. officer present. The general rules of the mess must be sanctioned by the C. O.*

Q. What warrant and N. C. officers are debarred from acting as president or treasurer of a mess?

A. *Regimental sergeant-majors, schoolmasters, bandmasters, regimental quartermaster-sergeants, and musketry instructors.* Q. vii. 131.

SOLDIER-SERVANTS.

Q. State the regulations as to the employment of soldier-servants.

A. *Every regimental officer is allowed to have one soldier of his corps to attend on him, and mounted officers are allowed to employ a second soldier as bätman. Officers of the staff are allowed the servants due to their rank, and together with officers of the Royal Engineers, and departmental officers not attached to regiments, may take their servants from the troops in the district in which they are*

serving, or by special authority from their own corps. Militia adjutants and quarter-masters are allowed one servant from the depot to which they belong. Medical officers not on active service have the option of employing privates in the Medical Staff corps as servants or drawing a money allowance in lieu thereof. Servants of staff and departmental officers are in all cases to join their corps when it moves out of the United Kingdom, or, if serving abroad, when their corps quits the command in which their master is serving. Q. vii. 159; Al. 490.

Q. How are soldier-servants to be selected, and for what military duties are they always liable?

A. They must have done duty for one year (mounted corps eighteen months), and be thoroughly trained and equipped soldiers of good character. They are to take part in all reviews, inspections, and field-days, and perform their share of duty on guard or other service on which the officer to whom they are attached is employed. They are to go through the annual musketry instruction and attend such drills and duties as the C. O. may consider necessary. Q. vii. 160.

Q. When an officer is removed from one corps to another, may his servant be transferred to accompany him.

A. No; but officers of units stationed at home proceeding to or from their regimental depots may take their servants with them. Q. vii. 161.

Q. Under what circumstances may a soldier-servant be allowed to accompany his master on leave.

A. In the case of officers returning from abroad on account of severe illness, or of officers at home proceeding on leave not exceeding two months. In the latter case the soldiers are not to leave the United Kingdom without special sanction, and they will be accounted for in returns as "servants to officers absent." Q. vii. 164, 166.

Q. State the regulations as to the soldier-servants of officers studying at the Staff College.

A. Students at the Staff College do not retain their regi-

mental servants, but are granted a special allowance of £35 a year. Cavalry officers having their full amount of horses are allowed, however, one bātmān. On being attached to troops after the final examination, a soldier servant is furnished from an officer's own corps or from the troops to which he is attached. Q. vii. 165; *Al.* 494.

Q. What is the rate of **allowance** in lieu of servants?

A. For soldier-servants, 1s. a day at home and 1s. 6d. a day abroad. For native servants the rate varies from 1s. to 1s. 6d. according to station. With the exception of officers of the Royal Engineers and Army Service corps, regimental officers will only be permitted to draw the allowance for European soldier-servants in very exceptional cases. *Al.* 484, 493, 502.

Q. What is the authorised **payment** to soldier-servants?

A. 2s. 6d. a week in the cavalry and artillery and 1s. 6d. a week in the infantry. The higher ranks of mounted N. C. officers pay 1s. 6d. a week to the soldiers employed in looking after their horses and appointments. Q. vii. 167.

Q. State the regulations as to the employment of **mounted orderlies**.

A. They are only to be employed in special cases. The time at which a despatch is sent off and the rate at which it is to be conveyed is to be written on the cover, and a receipt noting the time it is delivered is to be given to the orderly. Except in urgent cases the rate is not to exceed six miles an hour. Q. vii. 168.

MARRIED SOLDIERS.

Q. Describe the restrictions placed on the **marriages** of N. C. officers and men.

A. All warrant officers and staff-sergeants and one half the sergeants may be married. The percentage of rank and file on the married roll varies from 3 per cent. in the

infantry to 4 per cent. in the cavalry and artillery, and 7 per cent. in departmental corps. Before being placed on the married roll, all men below the rank of sergeant must have at least seven years' service, two good conduct badges, and £5 in the savings' bank. In India, all sergeants and 4 per cent. of the rank and file may be married. Q. vii. 172; Al. 78, 81, 92.

Q. May a C. O. sanction the marriage of a soldier in anticipation of a vacancy on the married roll?

A. No; and a soldier who marries without the consent of his C. O. cannot be subsequently placed on the married roll without the special permission of the G. O. commanding. Q. vii. 173.

Q. How are vacancies in the married roll of a unit serving abroad to be filled up?

A. The names of the women recommended to fill the vacancies are forwarded to the depot, and, as a rule, they will be sent out with the next draft. Q. vii. 174.

Q. Under what circumstances are soldiers allowed to sleep out of barracks?

A. Permission is only given to soldiers on the married roll, who, together with their wives, are of good character, and in special cases to widowers with children. Soldiers married without leave may, as an indulgence, be put out of mess, in order to support their family. Men sleeping out of barracks must not leave their lodgings or quarters after tattoo, except when on duty or leave. Q. vii. 175.

SOLDIERS' LETTERS.

Q. Describe the privileges given to soldiers by the Post-Office regulations.

A. N. C. officers (but not warrant officers) and soldiers may send or receive letters, not exceeding $\frac{1}{2}$ oz. in weight, to or from any of Her Majesty's possessions abroad by a British mail-packet for a postage of 1d., if prepaid,

or by private ship for a postage of 2d. each, if prepaid. Such letters posted in the United Kingdom must be prepaid, and those received from abroad unpaid are charged 2d. each on delivery when conveyed by a British mail-packet, or 3d. each when conveyed by a private ship. When a soldier's letter passes through a foreign country, it is subject in addition to the foreign postage. Soldiers' letters not exceeding the proper weight are not liable to any additional postage when re-directed. The above privileges are applicable exclusively to letters intended for and addressed to, or written and sent by, the soldiers themselves. Q. vii. 183, 186.

Q. State the rules that must be adhered to in order to secure the above privileges.

A. Letters sent by a soldier must show on the envelope his regimental number, name, rank, and corps, and be endorsed by his C. O. in his own handwriting. Letters sent to a soldier should specify his regimental number, rank, and corps. Q. vii. 184.

Q. What are the rules as to delivery of soldiers' letters?

A. At stations at which the barracks are beyond the limits of the free delivery of any town, letters are to be called for by an orderly. The same course may be pursued when the barracks are within the free delivery, or the letters may be delivered at the barracks by the Post-Office servants; but the C. O. will arrange for the distribution to individuals and the payment of postage due. In no case is any charge to be made for delivery. Q. vii. 187.

Q. Is any privilege allowed to officers as regards letters?

A. When officers are removed on duty from one station to another, re-directed letters must be delivered without extra charge. Q. vii. 190.

EMPLOYMENT OF SOLDIERS IN TRADES.

Q. With what object are soldiers to be trained in trades and handicrafts?

A. To enable them to perform for the departments of the army the work usually executed by civilians, and render them more independent of external aid. The soldiers also are pecuniarily benefited, and learn a trade that can be followed when they quit the service. **Q.** vii. 191.

Q. Give some details as to the numbers and employment of pioneers.

A. The establishment allowed in each battalion of infantry is one sergeant and ten pioneers, selected, if possible, as follows:—One sergeant (carpenter), three carpenters, two bricklayers, one smith, one mason, one painter and glazier, two plumbers and gasfitters. Artificers may be sent to Woolwich Arsenal for instruction, and smiths may be attached to the farriery of any mounted corps, and the proficiency of all in their several trades is to be tested. Pioneers should be competent to repair barracks, perform any ordinary work required by a corps, and be also capable of imparting instruction to men desirous of learning a trade. They may be employed by departments, either (1) by contract with the pioneer-sergeant, (2) by piece-work; (3) by day-work, or by the hour. **Q.** vii. 193, 197.

Q. What special qualifications must a pioneer-sergeant possess?

A. He must have passed through a course of instruction at Chatham, and be reported qualified to superintend pioneers in repairing barracks and constructing field-works. He is then appointed pioneer-sergeant on probation, and after three months under the supervision of the R. E. at the station the appointment may be confirmed. A pioneer-sergeant is not allowed to fill any other situation. **Q.** vii. 196.

Q. State the regulations as to soldier-tradesmen other than pioneers.

A. All N. C. officers and men who have followed trades and callings have their qualifications tested, and a list of all such men, with their trades, is to be kept in the orderly room. No soldier is to be employed as an artificer or paid workman who has not been dismissed drill, fired his first year's complement of ammunition, and been six months in the army (exclusive of periods in hospital, or for which pay has been forfeited). Q. vii. 194, 198.

Q. What class of work is usually carried out by artificers and military workmen?

A. Repairs and alterations to barracks, mending furniture and utensils, and private work for officers and others, provided that it be executed within the confines of the camp or barracks. Q. vii. 199.

Q. With what object is a works fund established?

A. To keep the workshop in good condition and repair and replace tools, &c. A contribution not exceeding five per cent. will be deducted from payments made for work performed, but the fund must not at any time exceed £30. Q. vii. 201.

Q. How is the apportionment of money earned by military labour carried out?

A. The pioneer-sergeant arranges the distribution under the general supervision of a specially nominated officer, who also acts as referee in all matters connected with the regimental workshops. Q. vii. 202.

Q. Describe the arrangements made when a suitable workshop does not exist at a station.

A. Application should be made to the G. O. C. with a view to authority being obtained for the provision of such rooms, appliances, and tools as may be necessary. Q. vii. 203; E. R. 238.

Q. Show how the workshops may be utilised in affording instruction.

A. Whenever practicable, military tradesmen should be employed in the regimental workshops for short periods, and both soldiers and soldiers' children be encouraged to

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attend for instruction and practice in trades. In mounted corps soldiers' children should be given opportunities of qualifying themselves as grooms. Q. vii. 200, 204.

Q. What special arrangements are made for the training of cavalry pioneers?

A. An annual course of instruction will be carried out at all stations at home when practicable, under the superintendence of an officer and N. C. officer who have passed through the Chatham course. Every subaltern will be put through this course, and the men, while attending the class, will be struck off guards and all regimental duties. The knowledge of officers and N. C. officers who hold Chatham certificates will be periodically tested by the C. R. E. In every troop of cavalry there should be not less than six trained pioneers. Q. vii. 205.

Q. Specify briefly the duties of an armourer-sergeant?

A. He repairs and marks arms of all kinds, strips and browns rifles, carbines, and pistols, and examines and cleans arms periodically. He makes good any damage done to the metal work of helmets, accoutrements, saddlery, and appointments, and carries out such other trifling repair of metal-work as are within his capability. Q. vii. 223; E. R. 382.

Q. How can a soldier become an armourer-sergeant?

A. At home stations a gunsmith by trade, not more than twenty-four years of age, and with service extended to twelve years, may be transferred to the corps of armourers, go through a course of instruction, and obtain a certificate of competence from the officer commanding the corps. He may then be promoted to the rank of sergeant and posted to a unit. Good workmen are always allowed to re-engage. Q. vii. 211.

Q. In the event of an armourer-sergeant being reduced to the ranks, what is done?

A. If he originally enlisted for the corps of armourers, he will be sent to the depot at Birmingham for disposal (or if abroad to an arsenal in some cases), but if he is a transfer from another branch of the army, he will be

returned to that branch, or discharged or disposed of according to the circumstances of the case. Q. vii. 217.

Q. With what object is the corps of **ordnance artificers** established?

A. To provide qualified artificers for the repair and maintenance of war material, more particularly that belonging to garrison artillery and the siege train. The men are trained under the Director-General of Ordnance Factories and the Director of the Artillery College. They will be required to maintain in repair the fittings of ordnance and its machinery and appliances, and perform the work usually executed in the workshops of gun-wharves or O. S. establishments. Q. vii. 224, 239.

Q. How are the ranks of the corps filled?

A. (1.) By soldiers, who, on being finally accepted, will be discharged from their former engagement and again enlisted for twelve years' army service. (2.) By civilians. Applicants must be competent fitters of good character, between twenty-one and thirty years of age; selected applicants will serve in the Arsenal on probation for twelve months, and if found duly qualified, will be, if soldiers, discharged, and again attested for the corps, and on the same day promoted to the rank of sergeant. Soldiers discharged for re-enlistment into the corps will receive the deferred pay due to them, but will not reckon their former service towards pension. Good workmen are always permitted to re-engage. Q. vii. 230, 236; P. W. 710.

Q. State the chief regulations as to the employment of ordnance artificers.

A. Artificers are for the purposes of command, pay, clothing, &c., under the officers of their own department. For artillery duties (which take priority over all others) they may temporarily be attached to the Royal Artillery, and an artificer should always be present at practice with the guns of armaments. Artificers are distributed to different stations according to requirements, and are to be exempted from all ordinary military routine, except muster parades and general inspections. No artificer who is reduced for

misconduct is eligible for promotion until he has served with an exemplary character for at least a year. Q. vii. 228, 241, 243.

*Q. What appointments in the combatant branches of the service are included in the term **artificer**?*

A. Saddlers, saddle-tree makers, smiths, wheelers, collar-makers, pioneers, tailors, shoemakers, and trained specialists of the R. A. and R. E. Q. xix. 9.

*Q. State the arrangements to be made for the **repair of saddlery** when cavalry regiments are split up in detachments?*

A. The saddler-sergeant should be retained at headquarters, and assistant-saddlers detailed to carry out the work at out-stations. The employment of civilians should be avoided as much as possible. Saddlers and saddle-tree makers, after a qualifying service of one year as such, may be promoted to the rank of corporal-saddler or corporal-saddle-tree maker. Q. vii. 247.

*Q. Give some details as to the appointment of **sergeant-master-tailor**?*

A. Soldiers of good character and tailors by trade, who are sufficiently educated to keep accounts, pass through a course of instruction at the Army Clothing Department, and are then examined by a Board of two or more sergeant-master-tailors. Qualified men thus trained (and if possible examined) may be posted to a unit as sergeant-master-tailors, and take the place of a duty sergeant whose duties can be carried out by a lance-sergeant. Master-tailors are not to sell to the troops any articles of dress such as shirts, vests, &c. A part of their duty is to instruct tailor boys, and a gratuity is received for each boy who is passed as efficient. Civilian master-tailors are no longer appointed. Q. vii. 249, 257.

FIELD TRAINING, SIGNALLING, AND RECONNAISSANCE.

Q. Give the general rules as to the instruction and posting of **infantry recruits**.

A. Before being transferred to a home battalion, recruits will be drilled at the depot for two and a half months, except in the case of men who have performed twelve weeks' continued militia and depot service. They are then forwarded in batches on specified dates, and posted to the company selected by the C. O. to receive recruits at the time. A recruit's progress report (B. 2091) will be sent with each batch, showing in what portion of drill each man has been instructed, and the further training of the recruits will be taken up from the point at which it was left off at the depot. On joining, recruits should be sufficiently advanced in drill to take their places in the company and commence their musketry training. A special monthly report is to be made to the G. O. C. of all recruits retained, from any cause, at the depot beyond three months. **Q. vii. 258.**

Q. Describe the further arrangements for the training of the **infantry soldier**.

A. During the drill season each company of a battalion at home will in turn be struck off all duties for a month for the purpose of instruction under its own officers. The course of instruction is laid down in the drill-book. A supplementary short course of instruction in field-works will also be gone through when practicable, and infantry detachments are to be trained to serve the machine-guns belonging to the garrison they are serving in. A report of the annual instruction undergone by each battalion is to be forwarded to the Adjutant-General at the close of the financial year. **Q. vii. 264.**

Q. Are **cavalry** also put through a course of instruction?

A. Yes; each squadron is every year put through a monthly course by its own officers, in accordance with the instructions contained in the cavalry drill-book. **Q. vii. 269.**

Q. How long does the annual course of instruction last in the case of the **artillery**?

A. Five weeks in the garrison artillery, and twelve working days in the case of mounted batteries. **Q.** vii. 270.

Q. Distinguish between the **recruits** and **young soldiers** of artillery.

A. Recruits on joining are passed through the course of drill laid down in the standing orders of the regiment, and then as "young soldiers" undergo a further instruction which should be completed in about a year. Young soldiers, though available "for duty," should have their names kept on a separate roster, and should have certain days in the week set apart exclusively for "young soldiers' drill, and not be detailed for "employment" in any case. The drill course of a recruit, if not finished at a depot, is completed at a service battery or company. The practice ammunition assigned for field-artillery recruits is expended by "young soldiers." Men enlisted as tailors, or specially selected for training as artificers, may have their course of instruction shortened. Drill record books (*B.* 85, *B.* 86) are to be kept in batteries and companies, and be shown at periodical inspections. **Q.** vii. 271, 279.

Q. Are **field, fortress, and railway** companies of the Royal Engineers to be put through an annual course of instruction in field-works?

A. Yes, whenever practicable, and authority for exemption must always be applied for, both in the case of the company or any individual belonging to it. **Q.** vii. 280.

Q. State the regulations as to **musketry instruction**.

A. Every unit of cavalry, infantry, and garrison artillery, and every company of Royal Engineers, is to go through the annual regulation course. Any omission in carrying out the prescribed course is to be reported to the Adjutant-General. *C.* officers are responsible for the distribution of the money granted for prizes for good shooting. **Q.** vii. 283.

Q. Specify in general terms the arrangements for **range-taking**.

A. Officers and sergeants in the cavalry and infantry are to be acquainted with the use of the range-finder, and at least four privates or lance-corporals per troop or company are to be instructed in its use, and kept efficient under a qualified officer assisted by a qualified N. C. officer. Officers of horse and field artillery are to be thoroughly acquainted with the range-finding instrument in their batteries, and in every battery there should be a N. C. officer as range-taker, with a qualified assistant. Q. vii. 286.

Q. Describe the general arrangements made for carrying out army signalling.

A. Signalling appointments are held by officers and N. C. officers who have obtained a certificate at a school of army signalling. In units provided with certificated instructors, care will be taken to form classes for regimental instruction, and twelve N. C. officers and men in each cavalry regiment, six in each infantry battalion, and four in each mounted battery are to be specially selected as signallers. Care should be taken that signallers undergo a thorough and uninterrupted training during the six summer months, and general officers will from time to time take steps to test the efficiency of the signallers in their command. An annual inspection of signallers will always be held, at which their power to send and read messages will be examined. Signalling between the land forces and the navy will be always carried out by means of the Morse alphabet. Q. vii. 290 et seq.

Q. What qualifications are necessary in the signalling service?

A. Steadiness of conduct, general intelligence, quickness of apprehension, good eye-sight, self-reliance when placed in responsible positions, and ability to read and write well and spell correctly. Officers and N. C. officers are not to be selected to go through the school of army signalling until they can read at the rate of six words a minute off the small flag, and no N. C. officer under the rank of corporal is to be sent. Q. vii. 293, 296.

Q. Summarise the regulations as to **field-sketching and reconnaissance.**

A. Officers of cavalry, horse and field artillery and infantry, and N. C. officers of cavalry and infantry who have an adequate knowledge of the subject, will be practised in field-sketching and reconnaissance during the winter months. A scheme for each reconnaissance will invariably be drawn up and the work be carried out regimentally. The sketches and reports will at the end of the winter be examined and corrected by the D. A. A. G. for instruction, and submitted to the G. O. C. Sketches and reports of special excellence and interest are forwarded for the inspection of the C-in-Chief. The names of officers and N. C. officers whose work is considered worthy of special notice is recorded. Q. vii. 302 et seq.

Q. What arrangements are made for the instruction of N. C. officers?

A. Regimental classes are to be formed under the supervision of the D. A. A. G. for instruction, who will select as instructors the best qualified officers and N. C. officers. Q. vii. 305.

Q. What special work is substituted for the foregoing in the case of **garrison artillery**?

A. Officers will be required to solve problems in connection with a supposed attack on the fortress in which they are quartered. A few N. C. officers should be sufficiently instructed in map-drawing to assist the officers in working out the details of the problems set. Q. vii. 302.

Q. Explain the conditions under which **military survey** work may be undertaken by officers.

A. With the approval of the G. O. C., officers may make a survey of any part of the command in which they are serving, and the work when completed should be forwarded to the Intelligence Department. Surveys executed by officers on full pay are public property, and they are not entitled to any remuneration for it, though the work, if useful, will be noted to the credit of the author. Q. vii. 310.

DIVINE SERVICE.

Q. Specify the duties of C. officers in connection with **divine service.**

A. They are responsible that divine service is regularly performed and conducted in the authorised manner. In assembling troops in the field, care is to be taken that they are not brought together in numbers greater than the voice will reach. Every facility and encouragement is to be given for the attendance of officers and soldiers and their wives and families at public worship. No soldier, being a Roman Catholic, or of any belief differing from that of the Established Church, is to be compelled to attend a Church of England service, and full liberty of worship is to be permitted when compatible with military duties. Q. vii. 311, 320.

Q. What are the chief rules as to the **attendance** of troops at divine service?

A. Roman Catholics, Presbyterians, and Dissenters are to be regularly marched to and from their own place of worship, under the command of an officer (if the party number twenty) or a sergeant, who is to remain with them during the performance of the service. Where a minister of any one of the three recognised Protestant denominations is not available, officers and soldiers of that denomination may attend the services of either of the other denominations they may elect. Playing troops to church is not to interfere with the attendance of bandsmen at their own service. Soldiers are to wear side arms. Q. vii. 316, 322.

Q. In the event of seditious and **inflammatory language** being used from the pulpit of a place of worship not under military control, what should be done?

A. The senior officer present will use his discretion in withdrawing the troops with as little interruption as possible. A C. O. may prevent his men attending a service where such language is likely to be used. Q. vii. 323.

Q. Describe briefly the position and duties of **chaplains**.

A. They are to be treated with the respect due to their position, and soldiers are at all times to salute them. They are to render spiritual assistance to officers and their families, to the families of the men, whether on the "married roll" or not, and to the men themselves, whom they are to regard in every respect as their parishioners. Religious instruction is to be regularly given to the children in the army schools. Q. vii. 317, 326.

Q. State briefly the duties that are to be performed by an **officiating clergyman** in receipt of capitation pay.

A. Sunday services, baptisms, churchings, and funerals; visiting sick, convalescents, and prisoners; giving religious instruction in the army schools, and attending generally to the spiritual welfare of the troops and their families. No fees are to be demanded for any of these duties. Q. vii. 328.

Q. Has a C. O. power to prevent an ordained civilian clergyman from officiating in military churches?

A. Yes, but in every case in which action is taken he must make an immediate report to the Adjutant-General, stating the reasons for the prohibition. Q. vii. 327.

Q. In the absence of a military chaplain, does the clergyman officiating obtain capitation pay?

A. Payment will only be granted in cases which have been referred to and sanctioned by the War Office. Q. vii. 329.

Q. State the rule as to the supply of **Bibles** and **Prayer-books** to soldiers.

A. They will be issued at the public expense to soldiers that desire to possess them, and are expected to last ten years. A soldier who loses or makes away with a Bible or Prayer-book issued to him at the public expense will be charged its value in his accounts, and if necessary a fresh issue will be made to him. Q. vii. 324.

SERVICE ABROAD.

Q. Explain how an interchange of home and foreign service may sometimes be effected.

All officers, warrant officers, and N. C. officers of infantry who have served abroad for a period of eight years, and those who have served at home for the same period, may have their names registered for posting to the battalions at home and abroad respectively, and the interchange will be carried out when the exigencies of the service admit of it, and public transport is available. The same rule applies to riding-masters of artillery, and warrant and N. C. officers of R. A. and R. E. The eight years' service must be continuous, or, in the case of officers, only interrupted by the usual periods of leave of absence. The names of all applicants for this indulgence will be forwarded annually to the Adjutant-General on the 1st of July. Q. vii. 331.

Q. What are the regulations as to the employment of soldiers under **Colonial Governments**?

A. The sanction of the S. of State for War must be obtained, and during such employment no pay or allowances will be drawn from army funds. While employed, soldiers will be borne as supernumerary in their corps, but will be eligible for regimental promotion in their turn. In the event of their rejoining, they will be absorbed in the rank they then hold. Q. vii. 336.

REGIMENTAL BOOKS, RECORDS, AND RETURNS.

Q. What are the regulations as to **regimental books** and their periodical inspection?

A. The entries are to be carefully examined by the C. O., and the books are to be produced at the inspection of the unit, and at such other times as the G. O. C. may direct. A general description of the most important books is hereafter given. Q. xxii. 1.

Q. What becomes of the books when a unit proceeds on active service?

A. Only such as are absolutely required will be taken, the others are to be left in charge of the officer commanding the regimental depot, who is responsible that they are correctly kept. Special orders will be given as to the disposal of books left by the R. A., R. E., and A. S. corps. **Q.** xxii. 3.

Q. Give the rules as to the **destruction or disposal** of useless books and documents in district or station offices.

A. General officers are to cause lists to be made out every five years of all records over three years old, distinguishing those to be preserved from those recommended to be destroyed. The list is then referred to a Board of three staff-officers for an opinion as to the particular documents which may be destroyed. The report is then forwarded by the G. O. C. to the War Office, to obtain authority for the disposal of the condemned records. **Q.** xxii. 4; *Al.* 583.

Q. What course is pursued in the case of useless **regimental records** (not authorised to be destroyed)?

A. A committee of three officers is to examine them, and ascertain that such parts of them as ought to be retained are copied into other books. A list, accompanied by a declaration (*L.* 1373), is then transmitted to the War Office to obtain authority for disposal. **Q.** xxii. 6.

Q. Describe the **general order-book**.

A. The name is applied to the separate guard-books, in which are posted as received all army orders (including general regimental orders, R. A.; corps orders, R. E.; and list of changes in matériel). **Q.** xxii. 8.

Q. How is the **regimental order-book** kept?

A. It consists of two parts, one for temporary orders (*A. B.* 129), the other for permanent orders (*A. B.* 127). At the commencement of each year the temporary orders are reviewed, and such as have to be retained are transcribed into the permanent order-book, and the remainder destroyed. **Q.** xxii. 9.

Q. How is the accuracy of the record of officers' services ensured?

A. The signature of an officer is attached to his record on first joining, and every subsequent entry is initialled by him. On an officer ceasing to belong to a corps, the signatures of the C. O., paymaster, and adjutant are affixed.

Q. xxii. 10.

Q. Should an officer's marriage be reported to the War Office?

A. No. *A. O.* 198/88.

Q. Where is a soldier's service recorded?

A. On the attestation and duplicate attestation (*Long Service, B. 267; Short Service, B. 265*). The duplicate attestations of men enlisted before 15th April 1882 are copies, and not originals. **Q.** xxii. 11.

Q. What becomes of the attestation papers?

A. The original attestations of cavalry at home are kept with the regiment; of cavalry abroad, with the depot; of artillery and engineers, at the record offices at Woolwich and Chatham; of the foot guards, with the regiment; of line regiments, with the officer commanding the regimental district; of departments generally, at some convenient office specified. The duplicate attestation accompanies the man wherever he goes. Attestations are filed in numerical order in the portfolio for attestations, and indexed. **Q.** xxii. 14.

Q. Describe briefly the contents of the attestation paper.

A. The first page contains (1) the questions put to the recruit before enlistment; (2) the declaration by the recruit that the answers are true; (3) the oath of allegiance; (4) the certificate of the attesting authority. The second page contains the description of the recruit, and the certificates of the medical and approving officer. The third and fourth pages contain the statement of services and military history sheet of the soldier. *Army Form B. 265.*

Q. What additional matter may have to be inserted on the first page?

A. When a soldier has enlisted under a false name, his

true name is to be appended as an alias. Any act or assent which brings a soldier (not before subject) under the provisions of Part II. of the Army Act is to be entered in red ink. Q. xxii. 22, 31.

Q. What information is to be given in the **statement of services?**

A. All service reckons from the date of attestation, and every incident is to be recorded which affects the soldier's good conduct pay, pension, or service towards discharge. Hence entries are made of (1) promotions or reductions; (2) grant or deprivation of appointments; (3) grant or deprivation of G. C. pay, or, in the case of a N. C. officer enlisted before July 1881, dates on which he would have become entitled to G. C. pay if not promoted; (4) consent to the application of Part II. of Army Act; (5) passing under Part II. Army Act; (6) extension of service; (7) re-engagement; (8) continuance in the service; (9) conviction by civil power of offence before enlistment, if sentence entails absence from duty; (9) all convictions by courts-martial or civil power; (10) absence without leave exceeding five days, and imprisonment awarded by C. O. exceeding seven days; (11) transfers of all kinds, and (12) alterations of service in consequence of transfers. Q. xxii. 22.

Q. How are entries in connection with a soldier coming under the provisions of Part II. of the Army Act to be verified?

A. By the signature of the officer in charge on the original attestation, and by that of the officer in charge and the soldier in the case of the duplicate attestation. Q. xxii. 22.

Q. Give examples of the class of appointments which should be entered in the statement of services.

A. Lance-corporals, bandmen, drummers, orderlies of the Medical Staff corps, and shoeing-smiths.

Q. State the general rule affecting other entries as to re-engagement, transfers, convictions, &c.

A. Entries are to be made as soon as the incidents occur, authorities are to be quoted, and sufficient detail given to

enable the years and days of service connected with each case to be accurately recorded.

Q. Describe the **military history sheet** (fourth page of attestation).

A. It shows the dates and duration of service at home or in countries abroad in years and days. Particulars are also given as to educational attainments, classes of instruction passed, campaigns, wounds, instances of gallant conduct, medals, decorations, and annuities, deferred pay, next of kin, marriages, and birth of children.

Q. Explain the mode of **recording service**.

A. Service abroad (except in India) is reckoned from the date of quitting the United Kingdom to the date of returning to it; service in India, from the date of embarkation in England or a colony for India to the date of disembarkation on return from India. Invalids admitted to hospital on arrival from India will be reckoned on Indian service until discharged from it. In calculating service, the extra day of a leap year is only reckoned during the last year of a soldier's service, and then only if that year's service is not fully completed. **Q. xxii. 23.**

Q. Give any rules bearing on the other entries.

A. Former service, which has been allowed to re-enlisted men, and entered in the records of service, should be included in the statement of service at home and abroad. Entries as next of kin are to be verified on the 1st January in each year, and a report to that effect inserted in the "monthly state" for the 1st February following. **Q. xxii. 24.**

Q. What documents should be attached to and preserved with the original attestation on Army Form B. 278.

A. (1) Authority for special enlistment; (2) certificate of trade proficiency; (3) notice of continuance in the service; (4) authority for prolongation of service; (5) attestations of F. E. men; (6) proceedings of court of inquiry on injuries; (7) declaration of change of name; (8) re-engagement paper. The militia release will be attached to the duplicate attestation. **Q. xxii. 16.**

Q. When the original attestation becomes **defaced or lost**, what course is pursued?

A. Should the original be useless from injury, the duplicate will be substituted for it, and a certified copy may take the place of the duplicate; but a report must be sent to the Adjutant-General accompanied by the original. Should the original be lost, the duplicate will be substituted for it, and a certified copy will be sent to the Adjutant-General to obtain authority for its being utilised as a new duplicate. The number and date of letter authorising substitution of the copy is to be noted on the first page. **Q.** xxii. 18.

Q. What happens if the duplicate attestation is defaced or lost?

A. It is replaced by a copy certified up to date by the officer in charge of the original attestation. **Q.** xxii. 19.

Q. How are the original and duplicate attestations compared?

A. Early in January all duplicate attestations of re-engaged men at home will be sent to the officer in charge of the originals, who, after comparing them, will return them with his remarks if any. When troops are abroad, a copy of the third and fourth pages of the duplicate will similarly be sent to the officer in charge of the original for comparison. Duplicate attestations of the *R. A.* and *R. E.* at home will be annually compared with the originals at the War Office. The information necessary to keep the original attestations corrected up to date is furnished by the *C. O.* to the officer in charge, and in all cases should be transmitted with the monthly states of service companies. **Q.** xxii. 20, 30.

Q. What becomes of the original attestations of **dead men, deserters, and discharged men** of the cavalry and infantry?

A. They are destroyed by the officer in charge of them, in the former case after one year, in the two latter after five years. **Q.** xxii. 25.

Q. What becomes of the **duplicate attestations** in similar cases?

A. Those of discharged men accompany the discharge documents (B. 268); those of dead men and deserters at home are retained a year (or less if a unit embarks) and forwarded to the officer in charge of the originals. Attestations of deserters abroad are kept until the unit returns home, when they are dealt with as above. After five years from the date of death or desertion, all duplicate attestations are forwarded to the War Office.

Q. How are the attestations of men in other branches of the service dealt with in the above cases.

A. Under regimental or departmental instructions. Q. xxii. 26.

Q. Give the rules as to attestation papers of **men transferred** to other corps or to the Army Reserve.

A. On transfer to a new corps, the attestation is forwarded to the officer in charge of the attestations of the new corps, but on transfer to the Army Reserve, the Indian unattached list, and in other cases of posting and removal, the attestation remains in the custody of the officer originally in charge of it. The duplicate attestation is always to be in possession of the C. O. of the battalion, &c., on the rolls of which the soldier is borne. On transfer to the army reserve, it will be forwarded to the officer in charge of the man's reserve documents. Q. xxii. 27; xix. 49.

Q. What is the custom as to taking **receipts** for attestations?

A. When an attestation is taken from its portfolio and sent away for any purpose, a receipt (B. 198) will be prepared and sent with it, which is to be signed by the recipient. In a portfolio there must always be either the attestations or receipts for them, which show where they are. Q. xxii. 28.

Q. In posting men from one battalion of a regiment to another, or to or from the depot, what is done with their documents?

A. They pass with the men in the usual way. Instead of certifying on the face of each record that it is made up to date of transfer or removal, a certificate signed by the

C. O. and adjutant that all entries are up to date is forwarded with the nominal roll. Q. xxii. 29.

Q. Under what conditions is a soldier allowed to change his name?

A. The name in which he enlists and is attested cannot be erased from his attestation or his documents; but if that name is an assumed one, the true name may be added as an alias, on his making a statutory declaration before a magistrate, and producing a certificate of birth. The original of the declaration is attached to the man's original attestation. Q. xxii. 31, 16.

Q. What are the regulations as to the numbering of soldiers?

A. Every soldier will be given a regimental number by the officer in charge of the original attestation (acting under the orders of his C. O.), and the numbers will be given in sequence according to the date of application. When a series of numbers approaches the limit (10,000 in the case of infantry), authority is to be obtained from the Adjutant-General to commence a new series. The number will not be changed as long as the soldier remains in the corps, and when he from any cause becomes non-effective, his number is not given to any other soldier. In all documents the number will invariably precede the name of a soldier. Q. xxii. 32.

Q. With what object is a casualty-book kept at the headquarters of every unit and depot?

A. To keep a record of all changes in a soldier's service as they occur, such as imprisonments, promotions, reductions, deprivations by sentence of court-martial, &c. A copy of each month's entries is to be forwarded by the C. O. with his monthly report to depots, so that they may be recorded in the soldier's attestation. In the R. A., one copy will be forwarded to the Adjutant-General and one to the district headquarters by officers commanding batteries and companies. The return in the case of the R. E. and A. S. corps is forwarded to the officer in charge of records. Q. xxii. 38.

Q. Describe the letter-book.

A. It is kept in two parts, one for the entry of letters to public departments, one for official letters to individuals. In the R. A. and R. E. a third part is kept for entry of matters relating to pay and clothing. It need not be preserved beyond three years after it is completed, care being taken to preserve copies of such letters as may be likely to be required for reference. Q. xxii. 39.

Q. What register of letters received is kept?

A. A book is kept of all letters received, noting the office number, date of letter, date of its receipt, from whom received, its purport, and how disposed of. Q. xxii. 40.

Q. What record is kept of monthly returns and those sent to the G. O. C. or military departments?

A. Copies are filed in a guard-book according to date. They may be destroyed after the expiration of three years, with the exception of those a C. O. sees fit to retain. Q. xxii. 41.

Q. Describe the register of certificates of education.

A. The book contains in alphabetical order the name of every warrant officer, N. C. officer, and enlisted boy in the unit, and of all soldiers who possess certificates of education. The entries will be made immediately after the award of certificates, and the register will be produced at all school inspections. Q. xxii. 42.

Q. Describe the regimental defaulter book.

A. It contains a sheet (B. 120) for every N. C. officer and soldier, with his number, name, and dates of attestation and joining at its head. The sheet will be signed and numbered in words in the right-hand top corner by the C. O. or adjutant. The sheets are filed in alphabetical order in a guard-book, but not bound. Q. xxii. 43, 46.

Q. What constitutes a regimental entry?

A. (a.) Conviction by court-martial, punishment by captain of H.M. ships, dispensation from trial for desertion and fraudulent enlistment, conviction by a civil court (except

when no punishment is awarded, or when fine has been awarded, and the offender has not undergone imprisonment in default and the G. O. C. dispenses with entry).

(b.) Reduction of a N. C. officer for an offence by order of the C.-in-Chief.

(c.) Awards of imprisonment, deprivation of pay, fines for drunkenness of seven and sixpence and upwards, C. B. exceeding seven days, or equivalent punishments on board H.M. troop-ships.

(d.) Offences entailing forfeiture of pay (with the exception noted in (a.) and except when the offence was committed before enlistment).

(e.) Punishments awarded to men in prison or cells.

(f.) Conviction under S. 6, R. F. Act, of a man enrolled in the army reserve. Q. xxii. 43.

Q. Is any record kept in defaulter or court-martial books of convictions by the civil power for offences committed before enlistment?

A. No; but if a soldier is absent from duty in consequence of the sentence passed, an explanatory entry is made on the third page of his attestation. Q. xxii. 22, 43, 54.

Q. What is the special rule as to entering crimes of drunkenness?

A. To each act is prefixed in red ink the same number as in the company's defaulter book. Q. xxii. 44, 78 (b.)

Q. How are court-martial cases entered?

A. When there is more than one charge, each is numbered. The date of original sentence is inscribed in the column "date of award." The general nature of the charge only is given, but in cases of disgraceful conduct or insubordination these words should precede the general description of the offence. Q. xxii. 45.

Q. How is imprisonment awarded by a C. O. to be recorded?

A. In hours up to 168 hours (seven days). In days when the award exceeds seven days. Q. xxii. 45.

Q. What is the regulation as to entering **dates** and **places** in the offence column?

A. They are not entered unless the statement of the offence involves two dates or places, in which case the second of each is inserted in the offence column, while the first appears in the column for "date" or "place."

Q. An entry in some cases involves forfeiture of G. C. pay, where is this recorded?

A. In the column of "remarks."

Q. Are trials by court-martial always recorded?

A. All offences of which men have been convicted are entered, as well as sentences that have been confirmed, together with any remission or commutation. In cases of remission and commutation subsequent to confirmation, a note is made in the column of remarks. When the record of a court-martial is ordered to be removed, no entry is to be made, and if made, is to be erased. **Q.** xxii. 45.

Q. Give the rules as to the **disposal** of defaulter sheets when a man from any cause leaves his corps.

A. If a man dies, they are destroyed; if he deserts, they are retained with the unit for one year, or until embarkation for abroad, and then sent to the depot; if a man is transferred or discharged, the sheets certified by an officer's signature will be transferred with him, or forwarded with the discharge documents. In the R. A., defaulter sheets of men deserting at home are enclosed in the casualty return; those of men deserting abroad are retained in the district for a year, and then transmitted to the R. A. record office.

Q. xxii. 47.

Q. How is the **accuracy** of entries in defaulter sheets ensured?

A. The morning states and quarter-guard reports since the last inspection are produced at general inspections and compared with the defaulter sheet, after which they may be destroyed if not required to compile information for the annual return. **Q.** xxii. 49.

Q. What becomes of the defaulter sheets of a N. C. officer promoted to **warrant rank**?

A. They are attached to his duplicate attestation, and not again used unless he reverts again from warrant rank.

Q. xxii. 50.

Q. Describe the officers' court-martial book.

A. A guard-book is to be kept as a confidential document by the C. O. of every corps and depot, and is to contain certified copies of all charges upon which officers have been convicted by court-martial, together with the finding, sentence, and confirmation in each case, and minutes of the execution or remission of sentence. Application as to entries relating to newly appointed officers is, when necessary, made to the Adjutant-General. The book in the case of the R. A. is kept at the War Office, in the case of R. E. and A. S. corps at their respective headquarters. Q. xxii. 51.

Q. Give some details as to the ordinary court-martial book.

A. It contains a sheet for every warrant officer, N. C. officer, and soldier, in which are entered all convictions by courts-martial (but no entry is made of charges in respect of which a soldier has been acquitted). The charges, findings, sentences, confirmation, and revision are recorded in full, and verified by the signature of the C. O. The date of the sentence is always to be entered. Any remission, mitigation, or commutation is added, with the name of the officer making it, and the date. Q. xxii. 52.

Q. State the regulations as to entering convictions by the civil power.

A. Certified copies of all civil convictions should be appended to a soldier's court-martial sheet. An entry is to be made in the court-martial sheet of all punishments exceeding seven days' imprisonment, and may be produced in evidence as a former conviction; but when the punishment is for seven days or under, or when it does not entail an entry in the regimental defaulter book, it will not be recorded in the court-martial sheet. Convictions of army reserve men under S. 6, R. F. Act, are always to be entered. Q. xxii. 53.

Q. What is the rule as to convictions for offences committed before enlistment or during desertion?

A. Convictions after enlistment of offences committed before entry in the service are not entered in the sheet; but convictions of offences committed while in a state of desertion are entered, and may therefore be given in evidence as previous convictions. Q. xxii. 54.

Q. What further information is preserved in the court-martial book?

A. A record of the declaration of a court of inquiry on illegal absence (B. 115), countersigned by the C. O., is to be kept; and this record, or a copy of it, will be admissible in evidence of the facts stated on the trial of the soldier. The original proceedings may then be destroyed. When a unit embarks for service abroad or leaves a station abroad, verified copies of such records are, in the case of absent men, to be sent to the depot at home, or the staff-officer at the port of embarkation abroad. When a soldier serving abroad deserts; a certified copy of the declaration of the court of inquiry is to be sent to the depot. Q. xxii. 57.

Q. State what becomes of the original proceedings of courts-martial.

A. Those of regimental courts-martial are kept by units till the next general inspection, and are then forwarded to the regimental depot, to be preserved for three years. In the R. A. the proceedings are, after inspection, forwarded to the Record Office at Woolwich; in the R. E. they are sent to the D. A. G., R. E. The proceedings of general courts-martial are forwarded to the Judge Advocate-General, and those of district courts-martial to the staff-officer of the district, for transmission to the same authority. Q. xxii. 58; vi. 118; R. 96.

Q. With what object is a **digest of services** of a regiment or corps to be kept?

A. To preserve a record of the formation, history, and achievements of a regiment, the means by which it has from time to time been recruited, the stations at which it has served, and the campaigns in which it has taken part.

The names of officers killed or wounded in action are entered, as well as the names of any officer or man who has specially distinguished himself. Information is given as to badges and devices the corps is permitted to wear, alterations made in clothing and equipment, and every augmentation and reduction of establishment. Particulars of all new entries should be sent half-yearly by the C. O. of line battalions to the regimental depot, where the book is kept. In the R. A. the record is kept up by batteries and companies. Q. xxii. 59.

Q. Explain the advantages of the register of marriages and baptisms.

A. It affords the most ready means for obtaining for the wives and children of soldiers relief from public institutions or funds, and is often the only available proof of marriage. Officers who are married, or have their children baptized while on service abroad, are recommended to avail themselves of it. Q. xxii. 63, 68.

Q. Specify the regulations under which registration is to be carried out.

A. All legal marriages of soldiers, either with or without leave, are to be entered, and care is to be taken to ascertain that the ceremony is legally performed. A marriage solemnised by an army chaplain is to be certified by his signature and that of the witnesses. In other cases, the certificate of the officiating clergyman or registrar is to be copied by the adjutant, who will certify as to its accuracy by his signature. When a baptismal certificate cannot be obtained from an army chaplain, soldiers must furnish the adjutant with a registrar's certificate of birth. Q. xxii. 64.

Q. What is the duty of officers commanding garrisons and stations at home with reference to marriages, births, and deaths in their command?

A. The authorised details in each case are to be furnished to the district registrar. Q. xxii. 69.

Q. What are the regulations as to the registration of births, marriages, and deaths that occur on service abroad?

A. They are entered in the authorised army register books, and certified copies of all entries that may be made are forwarded every half-year to the War Office for transmission to the Registrar-General. Where no entries have been made, the returns (A. 42, 43, 44) are transmitted with the word nil inserted therein. Register books when filled (accompanied by any subsidiary register belonging to the same corps) are at once to be sent to the War Office. Q. xxii. 70.

Q. State briefly the regulations for keeping the regimental savings-bank ledger in the cavalry, infantry, and regimental districts.

A. It is kept under lock and key in the orderly room, under the inspection of the S. B. committee, and in it is entered the account of each depositor, the accounts of the companies being kept separate from each other. On transfer the account of a soldier is transferred to his new company. The committee are responsible for the entries which are made by the clerk under their direction from the forms forwarded by captains. These forms, after being entered and certified, will be forwarded to the paymaster immediately after the day of monthly settlement. Gratuities are kept in a separate ledger. S. B. 47, 52, 56; A. O. 30/93.

Q. What are the rules as to comparing the company ledgers with the regimental ledgers?

A. At the end of every quarter the books are compared by the committee (C. O., second in command, and adjutant), and a certificate that the comparison has been made is forwarded to the War Office with the annual S. B. accounts. Should any delay arise owing to the absence of a company, the fact will be noted on the annual certificate, and the comparison when made will be reported. S. B. 49.

Q. When are the annual S. B. accounts, certified by the committee as having been compared, forwarded to the War Office?

A. At the end of the financial year, as soon as the balances for the succeeding year have been carried forward, but not later than the 4th of April. S. B. 50; F. I. 349.

Q. Describe the duties of a **paymaster** in reference to S. B. accounts.

A. He will see that the respective captains debit and credit themselves in their monthly pay-lists with the deposits and withdrawals reported to him in the forms transmitted to him by the S. B. committee. He will insert in the general state of his current pay-list the total amounts of deposits and withdrawals. He will take care that balances of deceased soldiers are carried to their N. E. accounts, and that the prescribed S. B. certificate is annexed to all N. E. accounts. S. B. 53; A. O. 30/93.

Q. How are **savings-bank** clerks remunerated for keeping the accounts?

A. They get extra-duty pay according to the number of accounts kept. P. W. 703.

Q. State the regulations as to the investing of the **sergeants' mess fund** and other regimental funds.

A. The sergeants' mess fund may be invested in the name of the treasurer, but deposits and withdrawals are to be made on written requisitions signed by the treasurer and two other members of the mess fund committee. The money will be received on any day, and no limit is placed on the amount. Interest will be allowed, but is not granted in the case of any other regimental funds similarly deposited. S. B. 12, 13.

Q. May a soldier who has money invested in a **civil savings-bank** deposit further sums in a military one?

A. No; he must transfer the amount, and the maximum deposits for which he will receive interest from Government in one year will not exceed £30. S. B. 15.

Q. Explain how a deposit can be **transferred**.

A. If unable to withdraw the amount personally, the soldier must give an order on the prescribed form (signed before and witnessed by his C. O.) in favour of the paymaster, to whom it will be sent, accompanied by the civil savings-bank book. The transfer is then carried out by the paymaster, and the soldier credited with the amount in his savings-bank ledger by his C. officer. S. B. 16.

Q. How is a transfer from a military to a civil savings-bank effected by a soldier about to be discharged?

A. The soldier should give a written authority to a civil savings-bank to receive the money he wishes to put in, and he transfers the money at his own risk. When a balance is to be transferred to a P. O. Savings-Bank, it must be transferred through the War Office. *S. B. 19.*

Q. What is done with the savings-bank account of a corps proceeding to India?

A. They will be carried on as usual until the expiration of the month in which disembarkation took place. A certified list of the depositors, balanced up to date, is then handed over to the controller of military accounts, in order that the balance may be charged against British funds. The savings-bank accounts are afterwards dealt with under Indian regulations. *S. B. 21.*

Q. What is done when a recruit or draft is going out to join troops in India?

A. The balances are transferred to the War Office, with a letter stating the corps the men are going to join. *S. B. 37.*

Q. When soldiers return home from India, or a corps proceeds from India to another foreign station, what course is pursued?

A. In the former case the balances are remitted to London and reinvested in the home military savings-banks under direction of the S. of State for War. In the latter case a certified list of balances is obtained from the Indian authorities, and a new savings-bank ledger opened, in which the balances are credited. *S. B. 22.*

Q. Give some of the principal regulations in reference to gratuities.

A. They may be invested under authority from the War Office, and receive interest until the date of discharge, when they may be withdrawn without special authority. Should a man die before discharge, the balance due to him is credited to his N. E. account. On an annuity being awarded to a soldier who has a gratuity, the principal of

the gratuity will be credited to the public, while he receives any accrued interest due. Transfers of gratuities are carried out in the same manner as savings-bank balances, but must be kept separate from them. S. B. 23 et seq.

Q. How are the S. B. deposits of a soldier dealt with on promotion to warrant rank or a commission, and on discharge, death, or lunacy, &c.?

A. In the first case, all interest is stopped on the last day of the month in which the promotion took place. On discharge, the deposit may remain at interest for six months. On death or discharge as a lunatic, the account is made up to the end of the current month and credited with the soldier's other effects. In cases of desertion, surrender as apprentice, or conviction of felony by a civil court, the balances will be included in the N. E. account and disposed of in accordance with the Regimental Debts Act. S. B. 31, 39, 41, 58.

Q. Explain what is meant by the letter of audit.

A. It is a declaration furnished to a C. O. by the S. of State for War, stating that the S. B. account of the year up to the 31st March has been audited, and that the Government is responsible for principal and interest to the depositors. S. B. 43.

Q. Under what conditions may military savings-banks be temporarily suspended?

A. On active service, or when it is impracticable to attend to detailed accounts. All sums actually on deposit will, however, continue to bear interest. S. B. 45.

Q. What is the general rule as to S. B. accounts in the case of transfers?

A. No money passes, but the balances due are transferred as a matter of account on a regular transfer statement, and the officer commanding the new company inserts the balance as reported to him in his own company S. B. ledger. The transfer statement will be annexed as a voucher to the annual S. B. account, in which the man's balance appears. S. B. 32, 35.

Q. What instructions are specially issued to officers commanding batteries, troops, or companies of the R. A. and R. E.?

A. A statement of the receipts and payments in each month is to accompany the monthly abstracts forwarded to the paymaster. The accounts of each year when made up are also forwarded with a certificate that they have been carefully examined with the originals, and that the account of each depositor has been calculated to the 31st March, and the balance due carried forward to the next year. *S. B.* 62.

Q. State the regulations bearing on regimental charitable funds placed in a savings-bank.

A. The books are kept by the *S. B.* clerk, and the annual accounts are forwarded separately to the War Office at the end of the financial year. The order of the *C. O.* is sufficient authority to the paymaster for any charge, and such order, with a proof of payment, will be annexed as a voucher to the charge in the pay-list. When a regiment or battalion is abroad, a portion of the fund may be disbursed at the depot. *S. B.* 67 et seq.

Q. Describe the equitation register.

A. Officers and men are to be classed as (1) thoroughly efficient and trained, (2) in an intermediate state of proficiency and training, and (3) in the early stages of instruction. Horses are to be similarly classed. Alterations may be made weekly by the *C. O.* on receiving the report of the riding-master. In addition to the register a class-roll is to be kept in each troop of the men and horses belonging to it, and is to be shown at inspections. *Q.* xxii. 71.

Q. Besides those described, what further books are kept by units to whom they are applicable?

A. Register of furloughs, register of deserters, daily register of cooking, description of horses, weekly report-book of riding-master, postage-book, records of battery drills and attendances, register of mounted infantry, quartermaster's books, veterinary officer's books, (regimental) canteen books. *Q.* xxii. 1.

Q. What books have to be kept in artillery districts and out-districts?

A. *Store-ledgers, receipt and issue journals, demand and distribution books, and register of vouchers.* Q. xxii. 2.

Q. Describe the register for civil employment.

A. *It contains the names of men of good or fair character discharged on completion of engagement or transferred to the army reserve, and forms a means of communication between them and employers of labour who may require their services. Full details of the services, conduct, and character of the men are entered on separate sheets (B. 2088), and the entry may be made at any time within one year before, or immediately succeeding the discharge or transfer. Applications of men serving to be registered are to be made through their C. O. ; those from army reserve men and discharged soldiers will be made direct to the officer commanding the regimental district in which they reside, who will obtain information as to their character, &c., from the officer in charge of their documents.* Q. xxii. 81.

Q. Where are the registers kept?

A. *At the headquarters of each regimental district, the discharge depot at Gosport, and by staff-officers for recruiting in London, Dublin, and other specified localities.* Q. xxii. 80.

Q. Explain how the register is used to obtain employment for the men.

A. *The officer in charge makes known the fact that he has names on the register to likely employers of labour in the district, and to societies for promoting the employment of men who have left the service. On the other hand, he affords the men information as to the names and addresses of employers, the character of the work, qualifications, pay, &c. Employment for a man having been once found, his name will not be re-entered unless the officer commanding is satisfied that the man did not leave his place through misconduct. Any change of address or obtaining of employment should be at once notified by the man to the office where the register is kept.* Q. xxii. 86.

Q. State briefly the general regulations as to military books and maps, army books and forms, stationery, &c.

A. Requisitions for military books and maps required for the public service, are to be sent to the Under S. of State for War, or, in the case of W. O. maps, the Intelligence Department. Maps and charts are issued to officers commanding districts, artillery districts, and regimental districts, and to the headquarters of each cavalry and infantry unit, and to each field-artillery command. Army books and forms are provided at the public expense for official purposes only. Stationery for units is only issued to the offices of the C. O., adjutant, and quartermaster. Officers commanding squadrons or companies will provide their stationery out of their contingent allowance. Q. xxii. 90; A. O. 71/92; Al. 577.

Q. Explain how military books or maps can be obtained from the War Office on payment.

A. Any officer or soldier can have a copy sent him by paying the regulation price to a paymaster, and forwarding the paymaster's receipt together with his address to the Under S. of State for War or the Intelligence Department, as the case may be. A. O. 71/92.

Q. What are the regulations as to postage expenses in the public service incurred by the regimental staff?

A. A pass-book is kept (A. B. 97) in which the addresses of all letters chargeable to the public are entered, and examined and vouched for by the officer responsible for the expenditure. A certificate of the amount expended will, from time to time, be forwarded to the War Office. The postage of captains of squadrons and companies will be defrayed out of their contingent allowance. Al. 550.

Q. State the general regulations as to periodical reports and returns.

A. They are to be furnished by the G. O. C. or the officers commanding corps (or regimental depots when applicable). Returns from corps are to be transmitted direct to headquarters unless otherwise ordered. A list of returns in detail is to be found in Q. xxi. 22.

Q. Classify in general terms the **yearly returns** which have to be sent in by officers commanding units.

A. Returns of effectives, casualties, &c., of officers employed on active service, of certificates of education, of men desirous of transfer to departments, of deaths and invaliding, reports on clothing supplied, and on instruction in field-works are to be sent to the Adjutant-General. Returns and reports on musketry, recreation rooms, and estimates for new works, to the G. O. commanding. Requisitions for clothing and returns of new clothing in store, to the Director of Clothing. Requisitions for Bibles, &c., to the Under S. of State for War. Returns of soldiers received from Hibernian and Chelsea Schools, to the Commandants of those schools. Report on bandmasters to Commandant, Kneller Hall. Return of swordsmen (cavalry), to Inspector of Gymnasia, Aldershot.

Q. Name the **half-yearly returns** which have to be sent in by C. officers?

A. Returns of men qualified as pioneer-sergeants, of fraudulently and irregularly enlisted men discovered during the half year, of horses and animals, to the Adjutant-General. Report on fencing (cavalry), to Inspector of Gymnasia at Aldershot. Certificate of fitting saddles, to Inspector-General of Cavalry.

Q. What **quarterly returns** are furnished?

A. Returns of men recommended for the G. C. medal and of children attending civil schools to the Adjutant-General, and report on regimental canteens to the G. O. commanding.

Q. Classify the **monthly returns** to be forwarded.

A. Returns of disposal of recruits, of effective soldiers, of horses, of soldiers liable to general service under S. 83 (7), and school reports, to the Adjutant-General. Returns of courts-martial, and progress in musketry, to the G. O. commanding. Return of barrack occupation and lodging allowance, to officer in charge of barracks.

Q. Name the **weekly returns** to be furnished.

A. Return of recruits finally approved, and of effectives, with their increase and decrease, to the Adjutant-General.

Q. What caution is given to C. officers as to returns?

A. They are responsible for correct and full information, and that the utmost punctuality in transmission is observed. The annual and monthly return of effectives is to be certified as having been carefully examined and found correct. The monthly return of effective men and horses is to be continued to be forwarded to the Adjutant-General when a unit is on active service. Q. xxi. 23, 26.

Q. Give the regulations as to the entry in monthly returns of officers' leave of absence and soldiers' furloughs.

A. Where leave of absence is prolonged, the date from which the leave originally commenced is inserted, dates of re-joining are noted under head of "memoranda," and cases of unauthorised absence are alluded to in the column of "remarks." Officers and men whose leave expires on the last day of the month must be present on that day, in order to be included in the following day's return. Q. xxi. 29, 31.

Q. How are detachments placed under orders to join units abroad accounted for in the depot returns?

A. As "under orders to join the service companies" up to embarkation, and afterwards as "sent to service companies." Q. xxi. 32.

Q. Explain how men sent home from abroad are accounted for.

A. They will be struck off the strength of the service companies from the date of embarkation, or, in the event of a unit proceeding from one station abroad to another, all men left behind to be sent home are struck off its strength from the date of its embarkation. In the depot returns the men are reported as "arrived" or "en route" from the service companies. Where men sent or left at home are not accounted for within a reasonable period, the C. O. abroad is to report to the Adjutant-General. Q. xxi. 33.

Q. What fixes the date on which deserters may be struck off the strength of a unit?

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A. The completion of the court of inquiry under S. 72 of Army Act. Prior to this they are to be returned as "absent without leave." Q. xxi. 34.

Q. Who is responsible for the accuracy of the certificates of education and school reports?

A. The C. O., who will sign a certificate that he has had them examined and found correct. Q. xxi. 35.

Q. In case of an extraordinary number of deaths and desertions occurring, what is done?

A. A special report is sent with the monthly return, stating the causes of the casualties, and the remedial measures taken. Q. xxi. 36.

Q. For what purpose are copies of the first page of the monthly returns of the 1st April and 1st October sent to the station paymaster?

A. In order to compare the numbers with those of the men for whom pay is charged in the public accounts. Any discrepancy will be notified to the C. O., who, if an error is proved, will report the matter to the Adjutant-General. Q. xxi. 37.

Q. State the regulations as to reporting the death of officers in addition to the entries in the annual and monthly returns.

A. Officers' deaths are to be reported to the Military Secretary; those of staff-officers, by the G. O. C.; those of regimental officers, by their C. O. (or, in the case of officers on leave from abroad, by the regimental agents); those of departmental officers, by the head of their department. The date of death and every particular relating thereto must be noted, and if the death occurred abroad, it may be reported by telegraph if thought necessary. The fullest particulars of death, or the fact that an officer is dangerously ill, should be made known to his nearest relative. Q. xxi. 38.

Q. To whom also should casualties among officers decorated with the Legion of Honour be reported?

A. The Under-Secretary of State for War. Q. xxi. 39.

Q. What action is to be taken at once on the death of a soldier?

A. A report (B. 118) is to be made to the man's next-of-kin, as shown in his pocket-ledger. A special report giving full details of cases of suicide are to be made to the Adjutant-General. **Q.** xxi. 40.

Q. On what form are casualties in action reported?

A. B. 103 as regards men, and B. 88 as regards horses. **Q.** xxi. 42.

Q. What becomes of the monthly return of courts-martial (B. 117)?

A. It is first carefully examined and irregularities rectified, and if necessary brought to the notice of the C-in-Chief. After all necessary action has been taken, the G. O. C. (except in India) will forward it to the Adjutant-General, with a memorandum of any observations made for the guidance of C. officers, either generally or in any particular case. **Q.** xxi. 43.

Q. How should inquiries regarding soldiers made by their friends be treated?

A. Officers commanding units, depots, or regimental districts should answer as quickly as possible, and give every information. Should the soldier inquired for belong to another unit, &c., the application will be transferred to the officer in charge of the man's original attestation, and the applicant informed accordingly. **Q.** xxi. 44.

ORDERLY-ROOM WORK.

Q. To whom are all despatches in the field to be addressed?

A. The general commanding in the field renders to the S. of State for War an account of the operations. To enable him to do so with accuracy, despatches from subordinates are received, and forwarded with his own despatch or not as may seem desirable. **Q.** xxi. 1.

Q. Give the rules as to corresponding with the **Adjutant-General** and **Quartermaster-General** respectively.

A. Correspondence on matters connected with the personnel, duties, discipline, and efficiency of the army intended for submission to the C-in-Chief will be addressed to the Adjutant-General (with a few exceptions hereafter noted). The words "Recruiting," "Medical Division," "Army Service Corps," are to be put on the left-hand corner of letters (and their cover) referring exclusively to those departments. The Quartermaster-General deals with all matters connected with the supply, transport, quartering, accommodation and movement of troops, the hire of land for military purposes, field and lodging allowances, remounts, inter-regimental exchange and casting of horses, establishment and personnel of Army Service Corps, and the general question of dress and equipment. The letters will be addressed to the Adjutant-General, but the subject of the contents will be written on the envelope. Q. xxi. 2.

Q. What correspondence is to be addressed to the **Military Secretary**?

A. Letters connected with applications for admission to the Military Colleges, the appointment, promotion, transfer, exchange (except inter-regimental), and retirement of officers, transfer of militia officers to army, confidential reports, appointments to staff, gentlemen-at-arms, and yeomen of the guard, orders, decorations, medals with annuity and for distinguished conduct, honours and rewards for distinguished service. Q. xxi. 4.

Q. What matters are dealt with by the **Director-General of Military Education**?

A. Correspondence connected with garrison instruction, examinations for promotion, Military Colleges and army schools, garrison libraries, schoolmasters and schoolmistresses, education certificates, attendance of children at civil schools. The letters will be addressed to the Adjutant-General. Q. xxi. 5.

Q. Describe the duties of the **Director of Artillery**.

A. He deals with all matters not provided for by regu-

lation, and which cannot be settled locally, dealing with land armaments, warlike and other stores for land service, experiments and inventions, personnel of the ordnance store department, ordnance artificers and armourer-sergeants. Letters will be addressed to Adjutant-General. Q. xxi. 6.

Q. Who is responsible for carrying out the **Engineer services**?

A. *The Inspector-General of Fortifications. On the first page of letters on Engineer services will be placed a short descriptive heading of their contents. The matters dealt with are, briefly, fortifications, barracks, military railways and telegraphs, artillery ranges, ballooning, electric lighting, submarine mining, dealing with military land, &c. Letters will be addressed to the Adjutant-General. Q. xxi. 7.*

Q. Upon what points is the Director of **Military Intelligence** to be referred to?

A. *Information relative to the military defences of the empire, and the geography and resources of all colonies and countries; the compilation and issue of maps. Letters will be addressed to the Adjutant-General, marked "Intelligence Division." Q. xxi. 8.*

Q. Specify the matters which should be referred to the **Accountant-General** and the **Director of Contracts** and the **Army Clothing Department**.

A. *Correspondence connected with the pay of officers and men, and military cash expenditure generally, not otherwise provided for, and the accounts referring to stores on charge for Engineer services, will be addressed to the Accountant-General. Letters connected with the Engineer services, and referring to tenders for works, lands, and buildings (other than a canteen), are to be addressed to the Director of Contracts. Correspondence relating to the supply of clothing will be addressed to the Director of Clothing. Q. xxi. 9.*

Q. State the regulations bearing on the correspondence of **paymasters**.

A. *Letters, except on matters of routine, are to be for-*

warded through the G. O. C. Questions on the personnel and duties of the Army Pay Department will be addressed to the Financial Secretary. F. I. 46.

Q. How are official letters to be headed and written?

A. Each is headed with the name, rank, and corps of the writer, and the officer or head of department addressed. It is to refer to one subject only, which will be briefly indicated, e.g., discipline, equipment, &c., and is to be written on foolscap on quarter margin. Paragraphs are to be numbered and enclosures described in margin or a separate schedule. Letters extending beyond one page or containing enclosures should be written on a whole sheet, but otherwise on a half sheet. Enclosures are only to be sent when necessary, and blank fly-leaves are to be removed. The officer whose duty it is to sign a letter will do so in his own handwriting, and his rank and corps is always to be added. In referring to previous correspondence with headquarters, the registered number, date, and purport of former letters are to be quoted. Q. xxi. 10.

Q. In what manner are minutes recorded on original letters.

A. Unless otherwise directed, all replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first is to follow on the page where the original letter ends, and the person who affixes it will mark the original letter No. 1 and his own minute No. 2 (if possible in red ink). Each minute follows and is numbered in sequence. Fresh half sheets are added when necessary, but no minute is to be commenced or continued on vacant spaces under previous minutes or in the margin. Q. xxi. 11.

Q. What general practice should be observed as regards signatures?

A. The G. O. C. should himself sign all important letters, but he may at discretion allow staff-officers to sign letters dealing with minor details and arising out of questions the principle of which has been approved. A letter dealing with the duties of more than one staff-officer should

be signed by the chief staff-officer, or, in his absence, by the staff-officer chiefly concerned. In the absence of the General, letters of an urgent character may be similarly treated, but the action taken should be reported to the G. O. C. The signature of staff-officers is to be preceded by the words "For G. O. C.," and in cases of urgent importance he cause of the General's absence will be stated. Q. xxi. 11.

Q. State the rules as to district correspondence on Army Service Corps and Ordnance Store Corps services.

A. All demands, requisitions, and correspondence in connection with supplies, transport, and barracks will be addressed to the officer in charge of them for settlement or for submission for the orders of the G. O. C. All demands and correspondence relating to munitions of war, equipment, and other military stores will be sent to the Ordnance Store officer. Demands and requisitions are to be signed in ink by the person responsible for them. Letters about disallowances will be forwarded to the G. O. C., who, if the matter does not admit of local settlement, will refer it to the Quartermaster-General or the Director of Artillery, as the case may be. Q. xxi. 12.

Q. What course should be pursued generally in forwarding correspondence?

A. Officers should endeavour to themselves adjust all matters that are within their power. In transmitting correspondence, opinions and observations should be forwarded in sufficient detail to enable the authorities to come to a final decision without further reference. Q. xxi. 13.

Q. Give some details as to the usual channels of correspondence.

A. Applications from regimental officers are to be first submitted to their C. O., and those of N. C. officers and soldiers are to be made personally through the officer commanding their company to the C. O. of the unit. Letters of C. officers and heads of departments to headquarters are to be sent (except in cases of pressing necessity) through the G. O. C., and should be addressed to the Chief Staff Officer, if there is one. Letters on recruiting subjects are, however,

to be sent direct to the Adjutant-General. Staff-officers of pensioners will forward correspondence (not purely financial) through the officer commanding the regimental district to the G. O. C. In papers referring to reserve men, the class and section must be stated. Q. xxi. 14.

Q. How is correspondence between officers in command carried on?

A. In direct correspondence between one general and another; between C. officers and between heads of departments, the letters are to be signed by the superiors concerned. When an officer employs his staff to conduct correspondence with an officer of equal rank or position, the staff of that officer is to be addressed. A staff-officer, in writing to those under the command of the G. O. C., will, except when communicating to another staff-officer, sign his letters "By order." Q. xxi. 17.

Q. In what manner is correspondence between company officers carried out?

A. Through the station paymaster on pay questions, and through the regimental orderly room on other matters. Q. xxi. 18.

Q. By whom are the letters of officers in command, who are temporarily absent, to be opened?

A. The officer next in command. Q. xxi. 19.

Q. What regulations are laid down as to the publication of official records?

A. Access to official records is only allowed to authorised persons, and the using of official information for private purposes, without due authority, is viewed as a breach of trust. Q. xxi. 21.

Q. In what manner is correspondence carried on between officers and paymasters?

A. Officers are not to correspond with the War Office direct on financial questions, except in cases of urgent necessity, but refer the matter to the paymaster. All matters of dispute will be referred through the usual channel to the G. O. C., who will either settle the point or refer it to the War Office for decision. F. I. 49.

Q. When an officiating clergyman is appointed to do duty, how is his pay recovered?

A. The appointment is notified to the district paymaster, and at the end of each quarter the clergyman forwards his claim to the C. officer (O. 1609), who transmits to the paymaster for settlement. *F. I.* 430.

Q. How are the claims of private medical practitioners for attendance on troops to be met?

A. The claim (O. 1666) will be certified by the C. O., and referred to the district paymaster for settlement. *P. W.* 354; *F. I.* 432.

Q. When soldiers' children are authorised to attend civil schools, how are their fees paid?

A. Application to charge the fees against the public should be made to the Adjutant-General, and the claim (O. 1760), with the necessary certificates, will be forwarded to the station paymaster. The cost of books and school materials will be supported by a certificate of the C. O. that the articles were supplied, and by a receipt of the school manager for the money charged. *Q.* ix. 77; *P. W.* 946A; *F. I.* 217.

Q. Is special authority necessary to issue an increase of pay due to length of service of N. C. officers and men?

A. No; but a certified copy of the record of service should support the charge when first made. *F. I.* 423.

Q. When officers and men who have left India prefer claims for pay or allowances for service in that country, how are they dealt with?

A. They must be settled with the local authorities in India. No transactions relating to periods before the arrival of a unit at home will be included in a paymaster's War Office accounts without the authority of the War Office. *F. I.* 396, 448.

Q. When a man is transferred to a corps, how is the first charge for his pay to be supported?

A. By an "extract from regimental orders" (O. 1810), showing the date he was taken on the strength, and by the original statement of accounts (O. 1811). *F. I.* 508.

Q. What documents are to be produced in support of the grant or restoration of G. C. pay.

A. *The notification in regimental orders of the first and second grant will be accepted by the paymaster as sufficient voucher. Grants or restorations in excess of twopence must also be supported by a certified copy of the man's record of service (O. 1616), and a certificate as to the last regimental entry signed by the adjutant. F. I. 551.*

Q. Give some of the regulations relative to the **married roll**.

A. *It is kept in the orderly room. A complete copy (O. 1802) is prepared by the C. O. on the 1st April, and goes with the April pay-list to the War Office. A similar copy is given to the officer in charge of barracks. A return (B. 2084) showing the variations in the roll is forwarded monthly to the War Office, with the pay-list, and also given to the officer in charge of barracks. Al. 82.*

Q. State briefly the regulations as to taking **legal proceedings** at home and abroad.

A. *A C. O. is bound to notify to the police any offence against the ordinary criminal code which is brought to his knowledge. Where legal aid is thought necessary on behalf of the public, a remand is to be applied for, and the case reported to the S. of State for War for his decision. Where officers or soldiers are made defendants in a civil court, their defence (and expense of witnesses) is conducted on their own responsibility. To obtain assistance or defrayal of costs from the Government, it must be very clearly shown that the act complained of was officially sanctioned. In cases of murder the C. O. is to request the magistrate to transmit a copy of the depositions to the War Office (Homicides Act, 1862). In cases which occur abroad, where delay for reference to the S. of State is impossible, the G. O. C. may authorise taking proceedings, but a full explanation of his reasons must be sent home, and no expenses will be admitted as a charge against imperial funds unless the approval of the S. of State is obtained. Q. App. iv.*

Q. When proceedings are instituted before a court of

summary jurisdiction, by whom are the fees of the clerks paid?

A. By the officer bringing the offender to trial, and recovered by him from the station paymaster. The receipt of the clerk should always be taken as a voucher. F. I. 214.

Q. State the regulations as to the supply of Bibles and Prayer-books.

A. They are demanded annually at the same time as stationery (L. 1367). If a book has to be replaced before the expiration of ten years, the soldier will be charged with the new issue. Q. vii. 324; Al. 561, 578.

Q. What becomes of condemned books, documents, and stationery?

A. They are delivered to the Ordnance Store Department and forwarded to the Stationery Office. Al. 584.

Q. May stationery be purchased or printing carried out locally?

A. Local purchases are not allowed without special authority. In cases of peculiar urgency printing may be done, but a certificate must be forwarded by the chief staff-officer that the work was indispensable, as well as the receipted bill and a specimen of the work. Al. 569, 582.

ARMY FORMS.

Q. Describe the system under which army forms are grouped and arranged.

A. DIVISION I.—Forms relating to personal matters (not being vouchers). Class A. General; B. Regiments and corps; C. Staff and departments; D. Reserves and Pensioners; E. Militia, Yeomanry, and Volunteers.

DIVISION II.—Forms relating to supplies (not being finance vouchers); F. Supplies of Army Service Corps; G. Ordnance store supplies; H. Clothing, &c.; I. Medical supplies; K. Lands, works, and buildings; L. Stationery.

DIVISION III.—Forms relating to finance. M. Estimates (not being vouchers); N. Accounts and pay lists (not being vouchers); O. Personal vouchers; P. Supply vouchers.

Q. What information has to be given in the annual **confidential report** on officers?

A. Answers have to be given by the C. O. and the inspecting general as to an officer's general ability, professional acquirements, capacity for command, zeal, tact, temper, &c. To this exhaustive sketch of an officer's character is added any special training or qualification he may possess, as well as a record of how he has hitherto been employed. B. 194.

Q. Describe the form of recommendation for an **adjutancy** in the Militia and Volunteers.

A. A brief descriptive return is made out of the officer's rank, qualifications, and certificates, &c., and a series of seven questions bearing on his capabilities for the post are to be confidentially answered by the C. O. of the line regiment. E. 500.

Q. By whom are **soldiers' passes** (B. 295) signed?

A. The C. O. in the case of permanent passes, the officer commanding the company in other cases. Q. vii. 27.

Q. A C. O. has to certify on the regimental monthly return to the Adjutant-General that the accounts of the men have been duly settled, how does he obtain his information?

A. From the certificate (N. 1522) to the same effect, which is furnished him by the captain.

Q. What information should be afforded by C. officers to **chaplains**?

A. A weekly certificate of the numbers of officers and men belonging to his denomination, and of those who have attended separate services. A. B. 151.

Q. Describe briefly the **guard report**.

A. It contains the certificate, time and post roll, report of prisoners in custody, in provost prison, or under a sentry

in hospital; a detail of the guard and the articles in charge of it. B. 160.

Q. What information is to be entered in the report of prisoners confined in the custody of the guard?

A. Regimental number, rank, corps, company, place of offence, date of confinement and offence, statement of offence and by whom confined, witnesses and punishment. The names of men who have been in the guard-room during any portion of the time the guard has been mounted are to be inserted. The punishment column will be filled in by the officer who disposes of the case.

Q. What further points should be noted in the report?

A. In the case of prisoners in provost prison, the sentence, hours done, and hours to do is recorded. Care should be taken that any articles in the care of the guard which are broken or damaged are charged to the proper persons. The time and post roll should show exactly the post and hour on which each sentry was on duty.

Q. Specify the chief points alluded to in the certificate of the commander of the guard.

A. The taking over of the guard-room and prisoners, and the checking of the inventory of articles in charge. The reception of the previous guard report, explanation to men of orders, visiting of sentries, inspection of reliefs, sending out patrols, and turning out of guard at reveille, retreat, and tattoo. A report is made as to cooking arrangements, and if hot coffee is issued during the night, and also as to visiting of prisoners every two hours, and treatment of drunken prisoners. The hours at which the guard is turned out or visited by the medical officer is noted, and any unusual occurrence reported.

Q. Describe in general terms the duty state of a corps.

A. It shows the distribution at headquarters of all officers, N. C. officers, men, and horses, distinguishing between those available for duty and those under instruction, sick, prisoners, employed, or otherwise not available. A detailed list is then given of all absent from headquarters,

from any cause, such as on leave, in prison, on detachment, or employ, &c., and added to the above to get the total strength. The full establishment is then noted, as well as supernumeraries and attached men. On the reverse side of the sheet is given details as to "employment," guards and pickets, gun-drills, annual courses, and a list of the field-officers. B. 230.

Q. What is shown on the **field state** of a unit?

A. The numbers of officers, N. C. officers, men, horses, guns, and vehicles on parade, as well as those sick, on guard, recruits, or absent from other causes. The amount of ammunition and emergency rations is also accounted for. On the reverse side the distribution of those not on parade from other causes is shown. B. 239.

Q. Give some details as to the field-training inspection report.

A. Each company of infantry is examined during and at the conclusion of its training by the C. O., who has to answer a series of printed questions, in order that general officers commanding brigades may be able to judge of the efficiency of the instruction. The report is addressed to the brigade-major. B. 159.

Q. How is a C. O. made acquainted with the **state of the sick** and the occurrence of a death?

A. A daily morning state is sent him by the medical officer. The lower half of the form contains a report of death, which is to be made out and sent at once. The back of the form can be used as a nominal roll of patients when necessary. A. 27.

Q. State the regulations as to **applications for leave** which require the sanction of the C-in-Chief.

A. An explanatory letter must be written on the authorised form, and recommended both by the C. officer and the G. O. commanding the district. Applications for sick leave must include the certificate of the medical officer. Q. xiii. 17; B. 173, 175.

Q. What information is given on a **furlough form**?

A. The period of the furlough and the subsistence issued,

together with a notice that no money, railway warrant, or subsistence is to be issued on the furlough, except by the officer commanding the soldier's company. A detailed description of the soldier is added, and the furlough signed by the C. O., and sealed with the regimental seal. On the back is printed an extract from the Q. R. on furloughs. B. 158.

Q. In applying for the exchange or replacement of **barrack stores**, how is the form filled up?

A. The number and description of the articles is filled up by the corps, while the condition of the articles and the number exchanged is added by the officer in charge of barracks. F. 765.

Q. What is contained in the notice of **movement of troops** which has to be forwarded by C. officers in charge of supplies?

A. Number of troops, places and dates of departure and arrival, and number of rations required. F. 748.

Q. Describe the return to be sent to the Adjutant-General by the C. O. of troops **under orders to embark**.

A. It gives particulars of the families, servants, and horses of officers, the families of N. C. officers and men, and the strength of the troops to embark; the names of officers, warrant officers, and N. C. officers of Class 16; the cubic contents of the baggage, and the description and number of the fire-arms to be taken. Q. xvii. 7; B. 144.

Q. What is to be done if any infectious disease breaks out or the numbers are in any way altered?

A. Immediate notice or an amended return must be sent.

Q. What other return is besides to be used in the case of **drafts or individuals** (not being officers) on embarking?

A. A very similar return is to be made out for individuals or the men of each separate corps, containing in addition to B. 144 a nominal roll of the officers and men concerned, and a certificate that they are provided with a great-coat, regimental and sea necessities, and tobacco.

This return (in duplicate) is taken by the individual or person in charge, and handed over to the staff-officer superintending the embarkation. Q. xvii. 8; B. 143.

Q. With what object is a return (B. 142) sent to the Adjutant-General when detachments are **returning home** from abroad?

A. In order that no delay may take place in the arrangements for their disposal. The return distinguishes between invalids, men for discharge, and transfer to reserve, men to join regiments and depots, soldiers' wives and children, &c. It is signed by the embarking staff-officer, and should arrive in advance of the individual (not officer) or troops.

Q. What documents are required by each **woman or family** that embarks (otherwise than with a complete corps)?

A. A medical certificate signed by a medical officer and a pass on board signed by the C. O. In the case of regiments or complete corps, one manuscript certificate suffices for all women and children. B. 155.

Q. Describe the **embarkation return** of a complete unit which has to be prepared (in quadruplicate) by the C. O., and handed by him to the embarking staff-officer.

A. It contains the name and description of the ship, a return of the troops and horses, with the distribution of the corps on the date of embarkation, a nominal list of officers, warrant officers, and N. C. officers of Class 16, details of all families, and a state showing in detail the increase and decrease of the corps during the current month up to date of embarkation. It is signed both by the C. officer and the staff embarking officer; two copies go to the Adjutant-General, one to the G. O. C., and one to the officer commanding the troops on board. Q. xvii. 32; B. 141.

Q. Describe the embarkation return of **drafts or detachments**, which is made out by the staff embarking officer.

A. It is compiled from the returns furnished him on

B. 143, and contains the names of the officers, warrant officers and N. C. officers of Class 16, the number of the troops, women, and children, servants and horses. A certificate is added that the officer in charge has a copy of the Queen's Regulations and Army Act. Q. xvii. 32; B. 126.

Q. Describe the **acquittance roll** of detachments on embarkation.

A. It contains the names of each soldier and the credit due to him or debt due from him on the date of embarkation. The correctness of his account is vouched for by the signature of each soldier, and the roll is signed by the officer in charge. N. 1452.

Q. What additional return is required in the case of drafts for India?

A. A nominal roll is furnished by the depot (in duplicate) to the officer in charge, and will be handed by him to the staff embarking officer. Besides names, it contains the ages and dates of enlistment of each man. Q. xvii. 33; B. 167.

Q. Describe the **disembarkation return** of units.

A. It is similar to the embarkation return (B. 141), except that it shows any alterations that have occurred on the voyage, and the details as to increase and decrease of corps before embarkation are omitted. It is signed by the C. O. and the disembarking staff-officer. Two copies are sent to the Adjutant-General, the third being retained by the general at the station of disembarkation. Q. xvii. 190; B. 135.

Q. In what matters does the disembarkation return of drafts and detachments differ from the embarkation return (B. 126).

A. It is almost identical, but a column is added for casualties during the voyage, and the certificate about possession of Queen's Regulations and Army Act is omitted. It is signed and forwarded as in the return just referred to (B. 135). B. 125.

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Q. When a certificate of **free passage** is given to a widow, orphan, or wife or child (unaccompanied by husband or father), how is she to use it?

A. It is presented to every paymaster or officer who provides allowances or conveyance en route, and is given up to the officer who provides for the last portion of the journey.
O. 1777.

Q. Describe the state of the **service companies** rendered monthly to the regimental depot.

A. It contains full details as to the effective strength, and the increase and decrease during the preceding month, as well as a list of all casualties that have occurred during the month. On the last page is given a list of officers and warrant officers absent with or without leave. **B.** 170.

Q. What monthly return is sent from the depot to the service companies?

A. A return similar to the above, as well as a report on any other matters necessary for the information of C. officers.
Q. xviii. 28; **B.** 168.

Q. What **authority to recruit** is issued to N. C. officers and soldiers?

A. A form is signed appointing the individual a recruiter, which is always to be carried with him and shown to justices, station-masters, &c., as required. **B.** 208.

Q. What entries are made in the **pass for recruits**?

A. His name, corps, description, mode of travelling, destination, date of departure, and if in possession of ration or other allowances. A memo. is added requesting police and other officials to render him assistance, and to report any irregularity to the Adjutant-General. **B.** 216.

Q. What is contained in the paper given to a man at the time of his offering to join the army?

A. A notice that he is to attend for attestation at a certain time and place, a copy of the general conditions of enlistment, and a list of the questions that have to be answered by a recruit before attestation. **B.** 205.

Q. What return is made of recruits enlisted through the agency of regimental districts by the C. O. of the units they are sent to?

A. A descriptive roll of all such recruits, whether approved or rejected, are to be sent each month by C. officers to the officers commanding regimental (or militia and volunteer) artillery districts. B. 220.

Q. In the event of an application for authority for special enlistment being granted, what is done with it?

A. It is attached to the man's original attestation. R. R. 48; B. 203.

Q. What is contained in the **notice form** which warns a C. O. that a recruit is on his way to him?

A. A memo. of the train or steamer he travels by, with a request that a sergeant may be sent to meet him. The pay, allowances, travelling warrants, articles in charge, and final destination are also specified. B. 206.

Q. What form must be filled up to show that a recruit has actually joined his corps?

A. Certificates of identity are signed by the recruiting and approving officer, and after the form is completed by a certificate that the recruit has actually joined, and that his attestation has been received, it is returned signed to the recruiting officer. B. 100.

Q. When a soldier desires to **extend** his service, what formality must be gone through?

A. A full descriptive return of the man's age, character, and service is filled in, and the statement of his wish to extend his service, a medical certificate, and an approval of the extension, are respectively signed for by the soldier, a medical officer, and the C. O. B. 221.

Q. How is the **re-engagement** of a soldier carried out?

A. The declaration that he will serve up to twenty-one years, &c., is signed in the presence of his C. O., and the signature verified by a witness. The re-engagement paper must also be signed by the C. O., the medical officer who passed the man as fit, and by a competent approving authority. O. 1724.

Q. When a soldier desires to **continue** in the service beyond twenty-one years, what is done?

A. He fills up and signs a notice of his wish, and this must be approved and signed by a competent authority.
B. 61.

Q. In what manner is application made for the **restoration** of forfeited service?

A. A return is sent in quarterly to the Adjutant-General by the C. O. giving the details of the cases, such as the cause of forfeiture, the grounds on which restoration is recommended, the services to be restored, and the date of becoming eligible, &c. **B.** 219.

Q. What document must be signed before a soldier's **transfer** from one corps to another is carried out?

A. A descriptive return of the man in full detail is made out, and headed with the notice of transfer, and the cause for which it is desired. The application must be signed by the man himself, a medical officer, and the C. officers of both corps. In the case of transfer to the permanent staff of militia, yeomanry, or volunteers, a certificate must be added as to the competency of the man for his new duties.
B. 241.

Q. What **clothing returns** should accompany a man on transfer?

A. A clothing statement, showing the articles in his possession with dates of issue, noting the date to which compensation has been paid, or from which it is due in respect of any article. This return is, when necessary, annexed as a voucher to the return for compensation in lieu of clothing, which claims the amount due, shows how the sum is calculated, and why it should be paid. **H.** 1157;
P. 1917.

Q. State generally the **documents** to be sent with a soldier on transfer to another corps.

A. The C. officer in charge of the original attestation will forward it with the authorised documents to the officer in charge of the attestations of the new corps. The duplicate attestation, defaulter sheets, medical history sheet,

clothing statement, ledger sheet, and other documents are sent to the new C. officer. In both cases the documents are enclosed in B. 278 and a receipt taken on B. 279. Q. xix. 45; B. 278, 279.

Q. Is any special return required for men desirous of transfer to the Army Service and departmental corps?

A. A descriptive return is made out accompanied by a medical certificate and the C. officer's recommendation. B. 242.

Q. When a soldier wishes to convert the residue of his army service into reserve service, what must be done?

A. The declaration must be signed and witnessed and countersigned by the C. O. D. 422.

*Q. What difference is there when a soldier is transferred to the **army reserve** on the expiration of his colour service?*

A. The C. O. will complete the "proceedings on transfer to the army reserve," enclose in it the duplicate attestation, defaulter sheets, medical history sheets, and other transfer documents noted on the back, and forward it to the officer charged with the documents of army reserve men of the corps to which the soldier belongs. Besides railway or passage warrants, the soldier himself is furnished with a parchment reserve certificate and certificate of character, and in special cases with a recommendation for civil employment. B. 2056; D. 426, 439, 402.

*Q. What is the tenor of the memo. given to a soldier whose **claim for pension** is to be laid before the Chelsea Board?*

A. He is directed to apply twenty days after the date of discharge to the station paymaster, who will inform him of the pension granted and the means to be taken to obtain payment. D. 401.

*Q. Describe briefly the **proceedings on discharge**.*

A. It gives a description of the man, cause of discharge, his conduct, G. C. badges, medals, and decorations, and a statement of service. Certificates are given that the soldier's accounts are correct up to date, and that he is discharged at

his own request (if it is the case), and any special qualifications for civil employment are noted, but these certificates, &c., will obviously not be necessary when a man is discharged from the army reserve. Discharge proceedings must be confirmed, and in some cases referred to the Chelsea Board. B. 268.

Q. In what form must the cause of discharge be entered?

A. In the exact words prescribed in the Queen's Regulations. Q. xix, 121.

Q. What information is given in the **parchment certificate** of discharge?

A. A description of the man's person, and details as to birth, attestation, medals, service in army and reserve, intended place of residence, issue of marching money, and date of discharge. It is signed by the C. O. and confirmed by the prescribed authority. B. 128.

Q. Where is the cause of discharge and conduct of the soldier while with the colours noted?

A. On a separate certificate of character signed by his C. O. B. 2077.

Q. In what cases is a **special certificate** of discharge given instead of the above two certificates?

A. When a man is discharged with ignominy or as incorrigible or worthless, or on conviction for felony or on sentence to penal servitude. B. 264.

Q. State the general rule as to **applications for discharge**.

A. In certain cases the Queen's Regulations authorise the discharge proceedings to be carried out either as a matter of course or in accordance with special instructions. In other cases application for permission to carry out a discharge must be made by the C. O. on the prescribed forms, which contain full details as to the past service of the soldier. When men apply for discharge by purchase or free discharge by indulgence, thirty days must elapse between the application of the man and the forwarding of the application by the C. O. B. 130, 132.

Q. Describe the quarterly return in which N. C. officers and men are recommended for good conduct medals.

A. Full details are given as to the service of the men, the number of entries against them in the regimental defaulter book within the last eighteen years, and the date of last entries of punishment. The C. O. then certifies that he has personally investigated the cases, and that he considers the men of irreproachable character and deserving of the medal. B. 176.

Q. Describe in general terms the annual return of effectives which has to be rendered to the Adjutant-General by C. officers.

A. It is prepared in great detail, as from it the return of the army presented annually to Parliament is compiled. Increases and decreases for every month of the past year are fully explained. The nationalities, ages, measurements, acquirements, casualties, religious persuasions, transfers, discharges, changes of quarters, trials by court-martial, fines for drunkenness, savings-bank deposits, G. C. medals or badges, &c., &c., are summarised in tabular form. The report must be sent in not later than the 7th January. B. 53.

Q. In the event of any discrepancy occurring between the numbers shown in the annual and monthly returns, what is done?

A. An explanation should be annexed.

Q. When are the height and chest measurements noted to be taken?

A. During the last quarter in each year. Q. xxi. 28.

Q. With what object is the annual return of boys educated at the Hibernian and Chelsea Schools made out by C. officers?

A. To bring to the notice of the commandant of these establishments the military history and career of each boy. B. 222.

Q. What report is made as to certificates of education?

A. An annual return of the first, second, and third-class

certificates held by the warrant officers, N. C. officers, and men is compiled from the regimental register by the C. O. and forwarded to headquarters. B. 139.

Q. Describe the annual report on **clothing**.

A. It is made out in a form that admits of remarks being made by a C. O. on the "make or cut," "material," "workmanship," and "wear" of the articles supplied to his corps. H. 1113.

Q. Describe the regimental **monthly return** (cavalry and infantry).

A. The first page shows the distribution and number of effective men and horses, and the increase and decrease during the past month, with the necessary explanations. The second page contains questions to be answered by the C. Q. as to health, casualties, discharges, and uncomplished requisitions; details of recruits, mounted infantry, ages and service, arms and transport. The third page deals entirely with officers and warrant officers, while on the fourth is noted the distribution of troops, detail of guards, and any changes of quarters. B. 104.

Q. Describe the annual return of deaths and invaliding which has to be made out by officers commanding.

A. It contains a list, with details, of all men who have died in the corps during the year, and a return of men invalided or sent to England as invalids. On the last page is a summary of the strength of the corps, showing the ages of the men and the causes of increase and decrease during the year. B. 119.

Q. How is information of a death of a soldier made known to his next-of-kin?

A. A notice is sent by the C. O. of the date, place, and cause of death, and place of burial, and informs him that he must apply regarding the deceased's effects to the War Office. B. 118.

Q. State the points to which attention should be drawn in making out the monthly return of courts-martial.

A. The information is obtained from the court-martial

book. The authority by which any grave offence may have been tried regimentally should be noted, as well as the cases of appeals from the award of a C. officer. B. 117.

Q. What information is required by the War Office as to the progress of recruiting throughout the country?

A. A return is to be sent every Saturday by officers commanding regiments and regimental, artillery, or recruiting districts, showing the recruits they have approved and the corps to which they were appointed. Recruits enlisted for the militia are to be included. B. 211.

Q. What information is given in the **weekly state**?

A. It shows the total strength of the troops, their distribution, present and absent, the effectives on two successive Saturdays, with an account of the increase and decrease during the week. B. 238.

Q. In the event of a **militiaman** desiring to enlist in the regular army, what is done?

A. A conditional discharge may be given him by his C. O., noting any bounty he will have to repay. The attestation and final approval are to be notified to the C. O. E. 529; B. 97.

Q. Describe the **minor offence report**.

A. In it are entered all details as to the offences charged and punishments awarded to soldiers, in respect of which they have not been taken into military custody. Entries against N. C. officers will be made in the orderly room, and the report signed by the C. O. is attached to the guard report of the day. Q. vi. 36; B. 281.

Q. What points should be noted in the **prisoners' inspection report**?

A. Opposite the prisoner's name and crime are placed the surgeon's remarks, and the report is signed by the commander of the guard. B. 254.

Q. How is the fact that certain men are liable to **general service** in commutation of imprisonment brought to the notice of the authorities?

A. Returns of soldiers (not ordered to be discharged)

who are undergoing imprisonment of six months and upwards, or imprisonment for desertion or fraudulent enlistment, are to be rendered by C. officers monthly from the 1st August to 1st February. Q. vi. 121; B. 283.

Q. To whom is the descriptive report of a deserter or absentee to be forwarded?

A. The editor of the "Police Gazette." Q. vi. 133; B. 124.

Q. What is the **protecting certificate** issued from the Adjutant-General's office?

A. It is given to men committed as deserters, but who are not claimed for Her Majesty's service, and are therefore not liable to arrest again. B. 129.

Q. When a deserter is discovered, or confesses desertion when serving, how is he identified?

A. The C. O. fills in the upper half of a return fully describing the man, and forwards it to the corps to which the man is supposed to have deserted from. The lower half of the return is then filled up by a description of the soldier with whom the deserter is supposed to be identified, and returned to the C. O. of the man's present corps. B. 123.

Q. Describe the document to be signed in order to **commit** a soldier to prison.

A. A form of commitment to prison, military or civil, is addressed to the governor or officer in charge, and signed by the C. O. of the prisoner, or the officer whose duty it is to see the execution of the sentence of a court-martial carried out. Offences should be stated in the words of the charge on which the prisoner was convicted, and the amount and date of the sentence, as well as any mitigation or remission, is to be inserted. C. 385.

Q. What additional return is required in the case of commitment to a military prison?

A. A form giving the prisoner's description, character, and previous convictions, and noting the clothing and necessaries he takes with him. The certificate of the surgeon who has examined him is inserted. C. 355.

Q. How are commitments to a provost prison under a court-martial sentence or a C. officer's award made out?

A. On different but nearly identical forms, which are addressed to the officer or N. C. officer in charge, and signed by the C. O. or other competent authority. C. 387, 388.

Q. Under what circumstances can a prisoner be committed for temporary detention in a prison or lock-up?

A. To provide for the safe custody of prisoners while halted on the line of march a governor of a prison, or the person in charge of a police station or other legal place of confinement, may be called to take charge of a military prisoner for a period not exceeding seven days. S. 132; C. 396.

Q. When a prisoner under a C. officer's award is required to be moved from a provost prison, what authority is necessary?

A. The C. O. must deliver to the person in charge of the provost prison a discharging order signed by himself. C. 390.

SUPPLY OF TROOPS IN QUARTERS AND IN FIELD.

Q. Who has the supervision and control of the army services connected with arms, ammunition, clothing, equipment, supply, and transport, &c.?

A. Certain officers of the general staff detailed for the duties by the general or other officer commanding, who is himself wholly responsible for the expenditure and control of all money, supplies, and stores. Q. v. 1, 68.

Q. Describe the duties of officers in charge of supplies and transport.

A. Officers of the Army Service Corps are intrusted with the executive duties connected with the supply of transport,

provisions, fuel, light, and supplies of all kinds, and the allotment of barracks and quarters and their equipment. Q. v. 72; A. S. C. 106.

Q. Describe the general duties of the **Ordnance Store Department**.

A. It will provide, receive, hold, issue, and account for munitions of war and military stores for all branches of the service, and also clothing for use in camps, and clothing and necessaries for use in the field. It will issue as expense stores all barrack, hospital, and prison stores, and hold a reserve of them. O. S. 1.

Q. Explain the position of the **senior Ordnance Store officer** in a district or with troops in the field.

A. He is an officer on the staff with the rank of commissary-general or deputy or assistant commissary-general. He performs his duties entirely under the orders of the general or other commanding officer, except in regard of naval duties, for which special instructions are issued. He is responsible for all the interior work of his department, the condition and stock of stores, authorised issues and expenditure, and the accounts and returns. On questions connected with the votes, for which he is responsible, he can communicate direct with the district paymaster. O. S. 4 et seq.

Q. What are the ordinary duties of the **Ordnance Store officer in charge of stores**?

A. He is directly responsible for their custody and preservation, and will receive, issue, and account for them according to regulations. He will relieve the senior officer of all ordinary store details, and supervise the labour employed. O. S. 48.

Q. Describe the duties of an **inspector of warlike stores**.

A. He superintends the inspection, examination, and minor repairs of ordnance (when there is no special inspector), the examination of gunpowder, fuzes, and other munitions of war, and the carrying out of laboratory operations and repairs at his station. O. S. 53.

SUPPLIES.

Q. What are the **ordinary methods** of procuring supplies?

A. They will, as a rule, be obtained locally under contracts made by the general or other officer commanding. At stations abroad supplies may sometimes be more advantageously procured from England by demands made on the supply reserve depot at Woolwich. In the field the G. O. C. will determine the places where depots are to be formed, and to what extent supplies may be procured locally by contract, purchase, or requisition. A. S. C. 17, 19, 35.

Q. What are the rules as to **inspection and stock-taking** of consumable supplies?

A. Inspections will be made from time to time by an officer of the Army Service Corps, who will ascertain the quality and exact quantity of the provisions in charge. On the last day of each month stock will be taken of all provisions, forage, &c., in magazines, barns, and store-houses. A. S. C. 119, 121.

Q. When are **boards of survey** on supplies assembled?

A. On the reception of provisions or other consumable supplies by consignment or otherwise, or when supplies in charge are damaged and unfit for issue. Supplies obtained under local contract will, if condemned, be returned to the contractor, or, if this is not practicable, be at once sold. Care will be taken that articles unfit for food are not sold for that purpose. A. S. C. 151.

Q. State the rules as to forwarding supplies by inland water or land carriage.

A. The packages will be weighed and counted in the presence of the master of the vessel or some trustworthy person who is put in charge as conductor. Any discrepancy found in the way-bill may, if reasonably explained, be certified by the consignee, but in other cases a board of survey or inquiry will be applied for. A. S. C. 132.

Q. Give the general rule governing **extra issues** of supplies.

A. The G. O. C. may authorise minor issues of fuel and light when absolutely necessary, but (except in emergencies arising abroad) the authorised scale must not be departed from without the approval of the C-in-Chief. A. S. C. 9.

Q. What system is followed in the **ordinary issue** of rations in garrison?

A. On arrival, and subsequently on the first of each month, the quartermaster hands in the ration return of the corps in duplicate to the officer in charge of supplies. The officer retains one copy, and returns the other to the quartermaster, who will, on each succeeding day, exchange his copy, filled in, for that retained by the supply officer. At the end of the month the ration return will be closed, completed, signed by the C. O., and surrendered to the supply officer as his voucher for issue. Al. 31; F. 776.

Q. How are the **accounts** for rations adjusted?

A. On the ration return being closed the supply officer will furnish each unit with a certificate showing the number of rations drawn, which will be attached to the corps pay-list, and serve in compiling the abstract of rations. Al. 35; F. 743; N. 1505.

Q. State the regulations as to furnishing the staff and departments with rations.

A. The head of each department will send to the supply officer at the beginning of the month a list of those for whom rations are required, and on the last day of the month a list of recipients. The supply officer furnishes the head of the department with a monthly certificate of rations issued. In camp and the field, an officer or N. C. officer will be told off to make a requisition for the whole staff at the station. Al. 29; F. 776, 743.

Q. Under what circumstances are bread and meat issued on **repayment**?

A. Where conveniences exist for the issue, bread and meat, in quantities not exceeding 1 lb. per person, may be issued to officers and their families and certain depart-

mental subordinates. A quarter of a pound of meat, and half a pound of bread may also be drawn on repayment for each soldier for use in recreation-rooms. Al. 44.

Q. In what manner are supplies for **hospitals** procured?

A. The medical department forward requisitions for what is required to the supply officer or the contractor direct. In non-dieted hospitals the company ration will be furnished from the corps to which the men belong, and extras issued when necessary. Al. 53, 59.

Q. How are supplies obtained for **military prisoners**?

A. By contract or local purchase by the officer in charge of supplies, by direct purchase by the provost-sergeant, or partly in one way, partly in the other. Al. 66.

Q. What are the rules as to issue of **pailleasse straw**?

A. Twenty-four pounds is issued to every man in barracks, and exchanged every ninety days. In camp the issue is according to scale, but when waterproof. sheets are issued, no straw will be given out unless under very exceptional circumstances. As a rule, in camp it is advisable to weave straw into mats. Al. 161 et seq.

Q. Explain the general arrangements as to the issue of **fuel and light**.

A. Issues in a garrison are calculated on a weekly scale, and the quantities shown in the running account (F. 727). At the close of the fuel year (30th September) the account will be balanced and a settlement made. Any balance credit of a corps will be carried forward, but an over-drawal must be settled either by adjustment in kind or by payment at contract rates. For the compilation of vouchers the fuel year is divided into three periods of four months each. Al. 169, 201.

Q. What is the general rule governing issues to officers and men?

A. The recipient must be present in barracks. The following cases are excepted:—Officers and others absent on duty at home stations and drawing travelling allow-

ance, warrant-officers, N. C. officers, and married soldiers absent for a period not exceeding six months, provided their families remain in quarters. *A. S. C.* 206.

Q. Give the general regulations bearing on **contracts** for supplies.

A. Supplies will, as a rule, be provided by contract by the general or other officer commanding on behalf of the S. of State for War. Tenders are called for by public advertisement, and the opening of them is to be considered a confidential duty. The lowest tender, if the tenderer is in every way fit to hold the contract, is to be recommended to the War Office for acceptance. *A. S. C.* 72, 87.

Q. What measures should be taken before the **issue** of supplies?

A. The officer in charge of supplies will satisfy himself that the quality of the supplies is up to contract, and that the issues are properly superintended. When supplies are purchased in consequence of any default of the contractor, the actual expense incurred will be recovered from him. *A. S. C.* 125.

EXPENSE STORES.

Q. What are **expense stores**, and in whose charge are they placed?

A. Barrack "expense stores" include all furniture and fitments required to be supplied to troops that do not come under the head of fixtures (which are supplied by the R. E.). Warrant and N. C. officers under the officer in charge of barracks will be appointed expense store accountants, and be responsible for the issue and return of stores to troops and their condition in the barrack stores. Duplicate copies of the inventories furnished to troops will always be kept in the barrack office. *A. S. C.* 335, 342, 512, 545.

Q. How often are the stores in charge of troops to be inspected?

A. Once in every six months by the officer in charge of

barracks accompanied by an officer of the troops. A. S. C. 352.

Q. In what manner should damages be assessed?

A. Allowance is to be made for fair wear, but articles so damaged as to be unfit for use will not be charged less than half price. Deficient articles will be charged full price. A. S. C. 357.

*Q. How is an **exchange** of stores effected by troops?*

A. The articles are sent to the barrack-store with a requisition, and the articles in exchange are issued by the accountant. A. S. C. 369; F. 765.

Q. Explain the system for providing a supply of stores.

A. Officers in charge of barracks prepare annual estimates of the stores required, and forward them to the district barrack office for approval. On return of the approved estimates, requisitions for the articles authorised may be made on the Ordnance Store Department from time to time as required. A. S. C. 404, 413.

*Q. What articles of **clothing** are kept as expense stores?*

A. Prison clothing and necessities; clothing for laboratories, magazines, boats' crews, gymnasia, and hospitals; watch-coats for sentries; shoemakers' tools and grindery for prisons. A. S. C. 421.

Q. What becomes of clothing worn out after the regulated period of wear?

A. It may be replaced from store under authority of the officer in charge of barracks. A. S. C. 427.

*Q. When troops arrive at a station, how is **bedding** procured?*

A. A requisition stating the number of men, single and married, entitled to the supply is forwarded by the C. O. to the officer in charge of barracks, who will direct the accountant to supply the articles in the authorised proportions. A. S. C. 445.

Q. What record is kept about bedding?

A. *Bedding books are kept both by the accountants and the troops, in which all articles issued or returned are noted. The books will be balanced quarterly, and compared at the half-yearly inspections of barracks. A. S. C. 563; A. B. 54.*

Q. How is bedding exchanged?

A. *After a period fixed by regulation has elapsed, articles are exchanged on the C. officer's requisition. A. S. C. 446; F. 704.*

Q. State the procedure in the event of the articles returned to store being deficient or damaged.

A. *Articles damaged beyond repair will be cut in four pieces in presence of an officer of the troops concerned. Articles deficient or damaged will be charged to troops, but the officer in charge of barracks has discretionary power as to charging less than the first cost. A. S. C. 448.*

Q. Under what circumstances are extra issues of blankets made?

A. *During the winter months or severe weather an extra blanket will be issued to each man and woman on the married roll. A blanket or rug will also be issued to soldiers and their families on coast-wise passages, on the requisition of the C. O., accompanied by a copy of the order for embarkation. A. S. C. 457, 461.*

Q. What provision is made to supply blankets or bedding on sea-passages abroad to soldiers not on Government or hired transports?

A. *An issue may be made on the order of the officer commanding, but the articles must be given up at once on arrival. A. S. C. 464.*

Q. How are expense stores issued to hospitals and military prisons?

A. *On inventory in accordance with the authorised schedules. Inventory boards will be used as in barracks. A. S. C. 493, 500.*

EQUIPMENTS.

Q. To whom should all questions connected with the supply of equipment be addressed?

A. The senior Ordnance Store officer at the station, who will, if necessary, take the order of the G. O. C. on the subject. *Eq.* 13.

Q. How is the transfer of equipment on charge effected?

A. On the change of command of any corps or regimental district, a board will be assembled to take stock of the equipment and verify the ledger balance. Incoming and outgoing officers sign the proceedings. In the case of transfer of charge of an artillery sub-district, the verification of stores need not be carried out unless at the request of either of the officers concerned. *Eq.* 9.

Q. With what object are annual or periodical estimates of equipment to be furnished to the Ordnance Store Department?

A. To enable the department to anticipate the wants of the service. They should show the data on which they are prepared, the annual consumption, the stock in hand, the purposes for which the stores are required, and the cost of articles proposed to be locally made or procured. Artillery estimates are given in more detail. *Eq.* 17; *G.* 999.

Q. In what manner do officers who are direct accountants with the War Office maintain their service equipments, munitions of war, stores, &c.

A. Requisitions are forwarded to the Ordnance Store officer at the station quarterly or on specified dates. On a corps being placed under orders for abroad, the requisitions to complete the equipment to the authorised scale are at once forwarded. Regimental transport which does not accompany a corps on embarkation is to be returned into store. Requisitions may be made to replace articles that are thoroughly unserviceable, or when a change of pattern has been notified. *Eq.* 21, 26.

Q. Specify the regulations affecting the **regimental transport** attached to some battalions at home.

A. The transport is to be kept in repair by regular artificers, and to be at all times fit for service. On change of quarters it will be disposed of as directed, but on changes between Great Britain and Ireland it will not accompany battalions, but be transferred to the battalion detailed to take it over. Eq. 27.

Q. To whom should officers commanding detachments, who are non-accountants, forward their requisitions?

A. Their own C. O., who will sign them before forwarding them to the Ordnance Department. The issue will then be made direct, and a temporary receipt taken by the Ordnance Store officer, pending the usual receipt and issue vouchers being passed between the corps and the department. Eq. 34.

Q. What rules should be observed in making **requisitions**?

A. The proportions and nomenclature of the store vocabulary are to be adhered to when possible. To avoid intermediate requisitions, spare articles may be issued from store, or the equipment of non-effective men temporarily used. With the exception of ammunition, articles of store are not to be issued on payment without special authority. When the cost of articles is to be recovered from troops, new articles will be demanded, and the value of those lost or damaged credited to the public. Eq. 35, 39.

Q. How are the **stores** issued?

A. If the store depot is within reasonable distance, the troops will arrange for their conveyance. Eq. 41.

Q. In the event of troops leaving a station before the issues are made, what is done?

A. A list of the articles undrawn, countersigned by the Ordnance Store officer, will be sufficient authority to draw the stores by requisition at the new station. Eq. 42.

Q. State briefly the procedure for the **receipt and inspection** of equipment.

A. The packages should be checked, weighed, and the contents counted and inspected, in the presence of two officers, one being the officer responsible for the equipment, or an officer deputed by him. Ammunition and hermetically closed cases need not be opened. Objections must be made before the articles are taken on charge, and an inquiry made into the cause of any loss, damage, or unsuitability. Serviceable articles are not to be objected to on account of their being part worn. A C. O. in receipt of articles not brought on charge will be responsible for them until a decision has been given as to their disposal. Eq. 44, 49.

Q. Give some of the principal regulations as to returning equipments into store.

A. Application will be made to the Ordnance Store officer, stating description and number of articles, the time they have been in use, and the reasons for returning them. Serviceable articles are not to be returned simply on the ground that they have been in use the prescribed time. Equipments will usually be conveyed to the store by the troops, but when sent from a distance the receipt and issue vouchers will be sent by post the same day. If articles are damaged otherwise than by fair usage, an explanation may be called for and the damages made good, or charged against the troops. Eq. 50, 55.

Q. State the regulations as to the return of stores by troops on change of station.

A. Equipments for local purposes are either returned to store or handed over to the incoming corps. To avoid cost of carriage, bulky stores will be returned if a fresh supply can be obtained at the station to which the troops are going. Ammunition is always to be returned, except twenty rounds per man for guards and escorts, and re-drawn at the new station. Eq. 57, 60.

Q. What becomes of stores issued on temporary loan?

A. They must be returned to store when done with, and the Ordnance Store officer will inquire half yearly as to the date of probable return. Eq. 61.

Q. What is to be done with empty cases, barrels, &c., and expended cartridge-cases?

A. All chests, cases, &c., are to be returned to store without cost to the public. Ninety per cent. of the ball, and fifty per cent. of the blank cartridge-cases expended in a year must be returned, and any deficiency will be charged against the troops. Eq. 63, 68.

Q. In forwarding stores by carrier, by convoy, or under escort, what documents are to be filled up?

A. A carrier note detailing the number, weight, &c., of the articles is given to the carrier. Convoy notes are prepared in triplicate for the use of the consignor, consignee, and officer in charge of convoy or escort. Eq. 66.

Q. When stores are to be condemned, what course is usually adopted?

A. A garrison board is assembled. Eq. 69.

Q. When stores or equipments are lost or damaged, and it is a matter of consideration how the loss or damage is to be made good, what steps are to be taken?

A. A court of inquiry is assembled composed of officers belonging to corps not interested, and an Ordnance Store officer if available, and the proceedings forwarded to the G. O. C. for his decision. Should the loss form the subject of a charge before a court-martial, a copy of the finding and confirmation will be forwarded to the senior Ordnance officer. The proceedings of the court of inquiry and a copy of the finding of a court-martial will be appended to any requisition for the replacement of the articles. Eq. 70 et seq.

Q. In the case of troops proceeding to or returning from India, what procedure is to be followed?

A. A survey of the equipment is to be held by officers acting on behalf of the home and Indian authorities. Eq. 81.

Q. What information should be contained in regimental and staff equipment ledgers?

A. A faithful record of all permanent equipment

received or issued. Ammunition for practice and exercise, and other consumable articles drawn upon a regulated scale, are not taken on charge, but packages will be accounted for. Equipment lost and chargeable against troops, including losses through desertion, are not struck off charge, but like articles will be demanded to replace them. Articles rendered unserviceable and those chargeable against troops will be similarly dealt with, but the unserviceable articles will be returned to store. Articles on ledger-charge, condemned by proper authority, are to be replaced at once from Ordnance Store. Ledgers will be balanced on the 31st March in each year, or when a corps is disbanded or embarked for India, and be forwarded to the Accountant-General. On a transfer of equipment from one C. O. to another, stock will be taken, a balance struck, and a certificate of transfer signed by the parties concerned. *Eq. 83, 86 ; App. I.*

Q. State the regulations as to the custody of arms and accoutrements of the army reserve by officers commanding regimental districts?

A. They must not be taken in use without authority from the War Office. Eq. 88.

Q. Are soldiers charged for the full value of equipment lost or damaged by them?

A. No, but only for the proportionate value of the unexpired wear and the necessary repairs. Not less than half price will be charged for wilful or careless loss, and charged in the regimental accounts. In the case of any one arm the amount is limited to forty shillings. Eq. 92, 93.

Q. On a deserter rejoining in possession of articles of equipment, what is done?

A. They will be taken on charge as if other articles had been demanded and received to replace them, and the value re-credited to him. Eq. 96.

Q. When are articles of equipment not entered in the ledgers?

A. In the case of certain articles locally accounted for, such as boats, barges, camp equipment temporarily issued,

barrack stores not forming part of the fixed equipment of a corps, or issued for use in camps, &c. Eq. 99.

Q. State the general rule as to **transfer** of arms or accoutrements.

A. These articles are regimentally marked, or, when issued in excess of regulated establishments, specially marked. Hence arms and accoutrements may not be transferred from one unit to another, or, in the case of "extra service," articles may not be taken abroad if issued at home, or taken away from the station if issued abroad. Eq. 106.

Q. What is the custom as to examination of arms on return from service abroad (except India)?

A. A viewer is specially detailed to report on the condition of arms, repairs requisite, causes of damage, &c. Eq. 109.

Q. Where is the number of magazine rifles to be found?

A. On inside of cap of back sight-leaf, and on bolt-lever. The name of factory on right side of butt. Eq. 110A.

Q. Describe the general arrangements for the supply of arms, accoutrements, and ammunition for the use of troops while on board ship.

A. Issues in the prescribed proportions will be made to the officer in command, who will return the articles to store on disembarkation. Service ammunition will be provided at the rate of sixty rounds per rifle, and ten per cent. of rifles will be allowed to unarmed drafts. The stores are placed on board at the original port of embarkation when there are more than one. On Indian troop-ships an authorised supply of arms and ammunition is always kept. Eq. 111, 116.

Q. Give some of the regulations relative to **machine-guns**.

A. Where machine-guns form part of the defence of mine-fields, &c., they will be in charge of the R. A., who will be responsible for their care and preservation. Machine-guns issued to cavalry and infantry will be held as part of their regimental equipment; but when this is not the case,

the guns in charge of the R. A. may be issued on loan to the infantry for instruction and annual practice. Eq. 130, 138.

Q. How is the supply of stable necessities ensured in mounted corps?

A. They are demanded periodically, but unserviceable articles when replaced need not be returned to store. Eq. 186.

Q. State the regulations as to the supply of **horse-shoes** and **nails**.

A. A three months' supply of shoes and nails for one half the horses will be demanded by cavalry periodically, and shoes for the other half will be made in the regimental forge out of the worn shoes and iron supplied on requisition. In time of peace (excepting for infantry transport), shoes and nails for other services will only be issued by special authority, but each battery or mounted unit will draw twenty-five sets annually in order to accustom the troops to draw from store, and enable them to gain experience of the system of shoeing prescribed for active service. Eq. 193, 206; A. O. 14/93.

Q. What different scales of **camp equipment** are there?

A. "Field service" equipment, which will guide issues for temporary camps or flying columns, and equipment for "standing camps." Tents, bed-board, and trestles are furnished by the Ordnance Store Department, and other articles by the barrack section of the Army Service Corps. Camp equipment for temporary use will not be brought on charge in equipment ledgers, but will have to be accounted for, and any deficiencies charged against the troops. Tents, camp-kettles, and picketing gear supplied for instructional purposes will be dealt with as equipment. Eq. 210 et seq.; G. 973.

Q. From what source are articles for **shelter trench-drill** supplied?

A. From the Ordnance Store, on loan, if possible. If this is not practicable, they must be issued to the corps on inventory. Eq. 216; A. 3.

Q. What intrenching tools are carried by a battery of artillery in the field?

A. Twelve pick-axes and twenty-four spades, besides axes, billhooks, and saws.

Q. What **intrenching** tools are carried by infantry on service?

A. Wallace spades for 50 per cent. of the rank and file, 111 shovels and 106 pick-axes, besides axes, billhooks, saws, sandbags, &c. F. E. 13.

Q. Give the general rule as to the **marking** of equipments.

A. Stamps are supplied to the various corps as required. The marking in the authorised manner is usually done by the regimental artificers free of charge, but money allowances are granted for marking artillery armament stores, accoutrements, musical instruments in certain cases, and squad bags when first issued. Most articles have an identifying store mark, number, or letter also placed on them before issue to troops. Eq. 260.

Q. In what manner are general repairs and painting of equipment stores carried out?

A. Except when otherwise specified, the work will be done by paid artificers free of charge, the tools and materials being supplied by the public. In certain cases working pay is specially sanctioned. Repairs which cannot be executed by regimental artificers will be carried out under the direction of the Ordnance Store Department, or, with its sanction, by military tradesmen or local contract. Eq. 327, 330.

Q. How is the repair and **browning** of arms effected?

A. By the armourer-sergeants of corps, to whom all necessary materials will be issued. The arms of troops unprovided with an armourer-sergeant are treated by the localised armourer-sergeants on their periodical visits. Eq. 335, 340.

Q. State the general rule as to **repair** of **accoutrements**.

A. An allowance is given for the repair of leather-work of dismounted corps, and should be claimed yearly in ad-

vance. Materials to replace others lost or damaged by neglect will be charged against the troops, but in other cases will be supplied by the public. Repairs are carried out by artificers or military workmen, with or without payment according to circumstances. Eq. 357, 360, 367.

AMMUNITION.

Q. Name the proportions of **small-arm ammunition** served out to cavalry and infantry in time of peace.

A. Twenty rounds service ammunition for each rifle or carbine. For practice, trained soldiers of cavalry are allowed annually 150 rounds ball, thirty rounds blank, and twenty-five aiming tube-cartridges. In the infantry the proportions are 200 rounds ball, forty rounds blank, and twenty-five aiming tube-cartridges. In addition, a field-firing allowance of 800 rounds for cavalry regiments, and 1200 rounds for infantry battalions, may be drawn by order of the G. O. commanding. Service ammunition must be in the best condition, and cartridges from broken packets and those longest in hand should be expended first. Service ammunition not in actual use will be kept in the regimental magazines. A limited amount of practice ammunition may, with the approval of the G. O. C., be issued on payment. Eq. 139 et seq.; G. 815.

Q. Is any additional **blank** ammunition allowed?

A. On the occasion of reviews and field-days a limited amount (at Aldershot 100 rounds per man or gun annually) may be supplied at the discretion of the G. O. commanding. Eq. 167.

Q. Name some of the general rules as to **conveyance of ammunition**.

A. Gunpowder or ammunition should never be forwarded until it is known that the consignee is ready to

receive it. A conductor of the Ordnance Store Department will always accompany convoys of ammunition forwarded by rail or other public conveyance. The loading and unloading of wagons at railway stations is effected by railway porters, but the stores are conducted to and from the stations by military transport, an escort being supplied when necessary. The arrangements for military transport will be made by C. officers, and in the case of hired wagons by the Army Service Corps. *Eq. 170 et seq.*

Q. Explain the general system of supply of ammunition in the field.

A. All troops have a regimental supply in some form. In reserve are—firstly, the cavalry division, infantry division or corps troops ammunition column; secondly, the ammunition park; and thirdly, the magazines or depots, from which supplies can be drawn by the mobile train.

Q. What number of rounds per gun, rifle, and carbine, is carried, and how distributed?

A.

	Cavalry Carbines.	Artillery 12-pr. Guns.	Infantry Rifles.
Regimental supply in rounds .	87	110	185
Divisional reserve in rounds .	20	74	77
Ammunition park in rounds .	10	72	60
Total rounds of ammunition .	117	256	322

F. E. 6, 7, 8.

Q. How is the regimental supply of the cavalry soldier carried?

A. Thirty rounds on the soldier and fifty-seven in the four S. A. ammunition wagons of the regimental transport. *F. E. 8.*

Q. In what carriages are the rounds conveyed with a battery packed?

A. The gun-limbers and ammunition wagons.

Q. How is the regimental supply of infantry magazine rifle-ammunition distributed?

A. One hundred rounds on the soldier, sixty-five rounds on the four S. A. ammunition carts and two mules, twenty rounds in the regimental G. S. wagons. On the march the ammunition on the mules may be temporarily carried in the S. A. A. carts. When an action is imminent, the mules are loaded, and the rounds in the G. S. wagons are transferred to the S. A. A. carts. *F. E.* 7, 123.

Q. What further arrangements should be made before men go into action?

A. The rounds on the soldier should be augmented to 150 by drawing on the divisional reserve. If this is impossible, the regimental reserve must be utilised, and the supply made good to it from the divisional reserve. *F. E.* 7.

Q. Give some details as to the divisional reserve of ammunition.

A. Each infantry and cavalry division and the corps troops of an army corps have an ammunition column from which their regimental supplies of ammunition are drawn when necessary. The cavalry division and corps troops ammunition columns are composed of thirty-three, and the infantry divisional ammunition columns of thirty-nine wagons and carts. Besides ammunition, the columns carry a certain amount of stores, equipment, reserve rations, supplies, and tents. *F. E.* 56, 62, 68.

Q. Describe briefly the ammunition-park of an army corps?

A. It is divided into five sections. The first three sections (twenty-six carriages each) supply the three infantry divisional columns. The fourth section (twenty-two carriages) works with the corps troops ammunition column. The fifth section (sixteen carriages) is allotted to the cavalry divisional ammunition column. As stores and ammunition are expended in the divisional and corps troops columns, they are filled up as soon as practicable from the similarly constituted columns of the ammunition-park. *F. E.* 76.

Q. From what source does the ammunition-park make good its deficiencies?

A. *The nearest magazine or Ordnance Store depot.*

Q. What transport is allotted to a **cavalry regiment**?

A. *Twenty carts and wagons, of which four are S. A. A. wagons for ammunition, with sixty-eight draught horses and five pack animals. The carts for tents are two-horsed, the G. S. and ammunition wagons four-horsed. F. E. 38.*

Q. What carriages compose a 12-pr. battery of horse or field artillery?

A. *Six gun-carriages, six ammunition wagons, two A. and S. wagons for supplies and tents, three R. A. wagons for baggage and reserve rations, one forge and one store wagon. Total, nineteen carriages. The number of horses vary from 201 in the Horse Artillery to 139 in a light field-battery. F. E. 46, 50.*

Q. What transport is allotted to an **infantry battalion**?

A. *Five two-horsed carts (four for ammunition and one for intrenching tools), eleven four-horsed G. S. wagons (for tents, supplies, baggage, &c.), three mules (two for ammunition and one for medical panniers). Total, sixteen wagons and carts, and three pack animals for 1000 officers and men. F. E. 122.*

Q. When pistols are carried by cavalry or infantry, what proportion of ammunition is allowed?

A. *Twelve rounds on soldier and twenty-four in S. A. A. carts or waggons. Total, thirty-six rounds. F. E. 9.*

Q. How is the **rifle ammunition** of the regimental reserve of a battalion carried?

A. *In sixty-eight boxes containing 1100 rounds each. The G. S. waggons carry sixteen boxes, the four S. A. A. carts twelve boxes each, and the mules two boxes each. F. E. 123.*

Q. How are the **explosives and tools** of a cavalry regiment carried?

A. *Fifty-six pounds of gun-cotton are carried as pioneers' equipment, thirty-six personally and twenty on pack*

saddles; 146 pounds besides are carried in the S. A. A. wagons. Shovels, pick-axes, axes, and billhooks, saws, sandbags, crowbars, and reaping-hooks are also carried on the wagons and pack-saddles. F. E. 12.

SUPPLIES IN THE FIELD.

Q. Specify the arrangements to be made for procuring supplies by requisition.

A. Written requisitions, signed by an officer authorised by the general or other officer authorised to make them, will be served on the chief magistrate, and the place and date of delivery stated. Payment will usually be made at headquarters on production of the requisition, together with a general account and vouchers. In case of difficulty with inhabitants, the officer signing the requisition will be applied to in order that a military force may be supplied. Receipts will be given for all supplies obtained, and certificates as to any transport procured. A. S. C. 36, 128.

Q. Under what circumstances may an officer in command of troops levy a requisition?

A. In cases of emergency, officers in charge of detachments or small bodies of troops, who cannot obtain their supplies or transport from army establishments, may be authorised by the G. O. C. to procure them by requisition or purchase. A. S. C. 37, 131.

Q. State the general principles to be adhered to in levying requisitions.

A. Except in the cases of necessity above alluded to, no requisition should be made except by the officers specially detailed for the purpose. As little inconvenience as possible should be caused to inhabitants, and a conciliatory attitude should if possible be preserved. A. S. C. 130.

Q. What special record of supply and transport services is to be kept in the field?

A. Officers of the A. S. corps are to keep a diary, in

which are to be entered all important transactions made by them in connection with supply and transport. A. S. C. 110.

Q. Explain the general system of issue of supplies on active service.

A. An indent will be made (A. B. 55) by the C. O. upon the officer in charge of supplies, showing the numbers for which rations are required. A record of the amounts received will be noted by the C. O. on the counterfoil of the requisition, and no further vouchers need pass. The supply officer will compile a weekly abstract of the numbers for which rations are issued, which is to be certified by the C. O. of the troops as generally correct. Accounts with vouchers and abstracts are forwarded at the end of each month to the officer of the A. S. corps, who is appointed to receive and forward them to the War Office. A. S. C. 174, 177, 182; Al. 39.

Q. What special arrangement is made as to the issue of tobacco?

A. The value is to be paid to the district paymaster before issue, and his certificate will be attached to the requisition and form an authority for issue. Al. 43.

Q. What are movable magazines or field-depots?

A. When the advanced depot is connected by rail with the base, and when carriage by purchase or requisition is available, the Army Service Corps companies told off to the stations on the lines of communication will be used to form movable magazines between the advanced depot and the supply columns of the troops. These would carry complete rations for as many days as the transport available would allow, and these second line supply columns would be termed the supply park (divided into four sections for an army corps). F. E. 10.

Q. What transport for supplies accompanies the troops in the field?

A. The regimental transport, and the departmental transport or first line supply columns, composed of Army Service Corps companies, working with brigades, divisions, and corps troops. F. E. 10.

Q. Give some details as to the first line of **supply columns** of Army Service Corps companies.

A. One company is allotted to each infantry division and brigade, and one to the corps troops, besides two bakery companies. The columns comprise altogether thirty-nine forage carts, twenty-two water carts, twelve forge wagons, and 375 G. S. wagons—a total of 448 carriages with 2772 horses for an army corps. F. E. 171.

Q. Explain how the **rations** for officers and men are carried.

A. Each man carries an emergency ration (1 lb. 1 oz. of meat biscuit), and the unexpended portion of his previous day's ration. In the regimental baggage and equipment wagons is carried one reserve ration and one grocery ration for current use. In the regimental supply wagons one field ration for issue on arrival in camp. In the first line of supply wagons is one field ration and one emergency ration. F. E. 10.

Q. Summarise the result of the above arrangement.

A. A fighting force has with it two days' "emergency ration" (to be used only when specially ordered in cases of great necessity), one "reserve ration" of preserved meat, biscuit, and groceries, packed in cases (only to be used when specially ordered), and two field rations (exclusive of any food of the previous day unexpended). Total, five days' rations, and one day's groceries besides.

Q. In what manner is **forage** for horses provided?

A. On each horse is carried the unexpended portion of the previous day's ration. In each regimental wagon there is an emergency ration of 20 lbs. of patent forage. (Riding horses and certain draught horses, R. A. and R. E., do not have this.) A ration of oats for issue on arrival in camp is carried in the regimental supply wagons, and a ration of oats (or full ration if necessary) in the first line supply column. F. E. 11.

Q. Of what does a full field-ration of forage consist.

A. Twelve lbs. hay and 12 lbs. corn.

N

Q. To what extent is fuel for kindling purposes carried?

A. One lb. per man in the regimental wagons for issue on arrival in camp, and 1 lb. per man in the departmental transport to replace issues.

Q. Describe the general arrangement for issue of rations.-

A. The daily issue is derived from the regimental supply wagons. These are filled up from the departmental transport, which again is replenished either from the resources of the country, or from the nearest magazine or field-depot.

THE LINES OF COMMUNICATION.

Q. Explain briefly the position of a **general commanding** and his staff on active service.

A. The general is responsible for the administration of all services, and the chief of the staff will issue his orders and receive reports. The duties of the staff are divided into those connected with military operations and those connected with supply. L. C. 1.

Q. Describe the position and general duties of the **General (or Colonel) of Communications.**

A. He is the head of all departments and has command of the lines of communication. He is directly responsible to the general for feeding the army and keeping it supplied with all munitions of war, stores, transport, &c. He will receive instructions from the chief of the staff, but on matters of supply, money, or that require reference to the War Office, he will communicate direct with the S. of State for War in the name of the general. When not in telegraphic touch with headquarters, he will be represented there by an officer of rank. His office will be at the advanced depot, base, or some convenient place on the lines of communication. L. C. 4.

Q. Specify more in detail the chief duties of this officer.

A. He is responsible for the transit along the lines of communication of all supplies, munitions, stores, troops, sick, prisoners, &c., the establishment of magazines, depots, hospitals, &c., and the maintenance, defence, and security of all roads, rivers, railways, and posts on the line. He will control the postal and railway services, organise the civil administration of an enemy's country, and arrange as to supplies and requisitions with friendly authorities. His authority is paramount over all troops moving along the line of communications, and his staff-officers should constantly inspect the roads, railways, depots, and arrangements. L. C. 11.

Q. Where would the **base of operations** generally be?

A. On the sea, a port with a good harbour and anchorage being selected. L. C. 15.

Q. Describe generally the duties of the **Commandant** of the Base.

A. He represents the General of Communications in all matters connected with the base, and is responsible for its defence and security, the command of the troops, the forwarding and receiving of men and stores, and all matters connected with embarkation and disembarkation. L. C. 16.

Q. What is the work of the **military landing officer**?

A. He arranges the details of embarkation and disembarkation with the naval transport officers. He must live close to the landing-place, and his office should if possible be in the same building as the shore office of the principal naval transport officer. L. C. 17.

Q. Explain the general **division of duties** between the army and navy at the base.

A. The navy disembarks everything from the ships and delivers over the loads to the army at high-water mark, or at wharves or piers. The army loads boats at high-water mark, piers, &c., under supervision of a naval officer, and the navy becomes responsible for the boats when loaded. L. C. 18.

Q. Describe the arrangement on arrival of a ship at the base.

A. The naval transport officer informs the commandant of everything on board, and how soon it will be ready for discharge. The commandant then arranges for the reception of contents of ship, and where they can be landed. The military landing officer then makes a requisition upon the naval transport officer, and arranges for the unloading at the wharves, &c.

Q. With what object is a depot of troops established at the base?

A. To ensure the supervision of men who may be temporarily detained, cadres of a battalion, battery, and departmental companies will be sent at once from England to the base, and the strength can be afterwards increased if necessary. The C. officers will take charge of regimental documents and baggage not required at the front, and the arms and accoutrements of sick men arriving at the base hospital. L. C. 21.

Q. What is the object of stations on the lines of communication?

A. As an army advances, each halting-place which is established as a staging station must have means for accommodating the men and animals passing through. Stations are divided into three classes according to size and importance, but all have a commandant and a staff, whose number will depend on the circumstances of the case. When hospitals, remount depots, and supply depots are formed, departmental officers will be appointed as required. At railway terminus stations or where there is a general halting-place or break of gauge, a railway staff-officer is necessary. L. C. 22.

Q. Describe the position and chief duties of a station commandant.

A. He is the representative of the general of communications at his own station, and is in charge of the police of the district and all transport and troops passing through it. He corresponds direct with all heads of departments

on the duties of the station, and is responsible that working parties for loading and unloading stores are supplied, and that the proper amount of stores and supplies is kept as a reserve. He will facilitate the transmission of everything going to or from the army, and is responsible for the security of the roads and telegraphs and the arrangements for the defence of the post. Except in cases of actual attack, when the senior officer will take command, he is not to be superseded or interfered with by officers passing through the station. L. C. 28.

Q. What is the regulation as to giving notice of movements?

A. Early notice should always be given to station commandants of the numbers, date of arrival, &c., of troops or convoys, so that proper arrangements may be made. Commandants will keep one another constantly informed of movements, and will notify at once to the General of Communications the arrival or departure of all bodies exceeding twenty in number, and also send in weekly reports. L. C. 32.

Q. What limitation is there to the power of a station commandant over troops or stores in transit?

A. They must not be detained for any purpose without permission of the General of Communications. Soldiers who have left the ranks without a pass will be arrested, and offences of parties not under command of an officer will be punished. L. C. 34.

Q. What caution is given as to the treatment of the civil population?

A. Complaints made by inhabitants will be inquired into without delay, and all disorders and excesses prevented. The people should be encouraged to bring in supplies and form markets, and payment on an equitable tariff should at once be made. L. C. 37.

Q. What nature of contributions may be levied?

A. (1.) Fines of money for bad conduct, interference with troops, &c. (2.) Contributions of cattle, provisions, or stores. (3.) Supply of provisions or other articles at a fixed rate. (4.) Pressing of transport. L. C. 38.

Q. State the general rule as to procuring supplies and transport.

A. *They should in ordinary cases be paid for at fixed rates. Supplies will be handed over to the Army Service Corps, and transport appropriated under directions of the Director of Transport. Pressed transport, as a rule, works only on one stage.*

Q. What record should, and how, be kept of all occurrences at a station?

A. *The commandant's journal, extracts from which will be sent to the General of Communications every seven days, in addition to periodical statements as to supplies and other reports. L. C. 39.*

Q. How is the issue of rations to troops in transit checked?

A. *All troops on the march are furnished with routes which will be produced on arrival at stations, and the station commandant when rations are demanded can check the numbers.*

Q. Give some of the rules affecting convoys.

A. *They will if possible do double marches, and escorts marching at night will be furnished with guides. They should pass round towns, and not through them if possible, and should always be parked outside. L. C. 49.*

Q. What two classes of storehouses should be formed?

A. *Those for local and those for general service. L. C. 48.*

Q. Describe the duties of the commandant of the advanced depot.

A. *He will keep in constant touch with the army in the field, and take care that all its requisitions are promptly met, and that the regimental and departmental transport is not delayed, but at once refilled and returned to the front. Otherwise his duties are those of a station commandant. L. C. 50.*

Q. Who conducts the supply duties of an army?

A. *A staff-officer on the staff of the General of Com-*

munications. All instructions that he may issue are "by order." L. C. 52.

Q. Into what two great sections are the supply duties of an army divided?

A. (1.) Supply of troops in front. (2.) Supply on the lines of communication, each under direction of a staff-officer.

Q. Specify the duties of the supply staff-officer for the lines of communication.

A. He has general charge of the supply depots at the base and on the lines of communication, and is responsible that supplies in the advanced depot are always sufficient for the troops in front. It is his duty to arrange for feeding troops on the march, and for the supply of hospitals and remount depots on the lines of communication. L. C. 55.

Q. What is the position of the supply officer for the troops in front?

A. He will always be at army headquarters, and will keep the General of Communications informed on supply questions, and will arrange for the supply of the troops from the advanced depot. L. C. 56.

Q. Describe the duties of the supply officer at the base.

A. He will ration troops at the base, receive all supplies that arrive there, and pass them to the front when requisite. General arrangements with the naval authorities will be made by the commandant, but supply details will be worked through the military landing officer. The supply officer will procure locally all available supplies, and suggest to the General of Communications when and where it is advisable to make requisitions. L. C. 57.

Q. How are rations supplied?

A. On the demand of authorised officers, or they may be ordered to be provided by local authorities when troops are billeted. Troops on the march will be instructed where they are to draw rations en route, and notice will be given

to station commandants accordingly. Rations may be drawn and cooked when necessary in anticipation of the arrival of troops. Small parties and unattached regimental officers, if not billeted, will be attached to a corps for rations as the occasion arises. Staff and departmental officers on joining the army at the base or at a station, receive a ration or billeting order for themselves and servants. Staff and departmental rations are, as a rule, demanded in bulk for the whole of the particular staff or department. Newspaper correspondents and other persons may be authorised to draw rations either on repayment or otherwise. L. C. 61 et seq.; A. B. 55, 262.

TRANSPORT IN THE FIELD.

Q. Who is responsible for the transport of an army?

A. The Director of Transport, who is an officer on the staff of the General of Communications. He should be one of the first officers to proceed to the theatre of war, and should be thoroughly acquainted with all the transport arrangements proposed and initiated. L. C. 72.

Q. State the different classes of transport.

A. (a.) Regimental. (b.) General, furnished by the Army Service Corps, and including staff, departmental, medical, and local and auxiliary transport. (c.) Royal Artillery. (d.) Royal Engineers.

Q. To what extent is the power of the Director of Transport limited?

A. He will interfere as little as possible with regimental or artillery transport, or with that portion of the general transport which is employed with the army in front. L. C. 74.

Q. Explain what is meant by local and auxiliary transport.

A. It includes all transport not actually attached to or

moving with the troops at the front, and is that vast accumulation of vehicles and pack animals moving between the base and the advanced depot. It should be worked as far as possible under the superintendence of the Army Service Corps allotted to the lines of communication.
L. C. 75.

Q. Describe some of the chief duties of the Director of Transport.

A. He will issue detailed instructions as to payments, rations, forage, discipline, loads, &c., to the transport officers under him. Depots are formed for sick animals and those arriving by sea, and establishments organised for the repair of carriages, saddlery, &c.; all hiring, pressing, and purchasing of transport is arranged when necessary, remounts are furnished and losses of animals replaced. Inland water transport, if worked by the navy, is placed under immediate charge of a naval officer, and when necessary a Director of Railways is appointed. A way-bill will always be demanded of stores carried, which will be receipted by the consignee. L. C. 78 et seq.

Q. Where are depots formed for remounts and sick animals?

A. In the neighbourhood of the base, at the advanced depot, and elsewhere if necessary. All the depots will be placed under a commandant, with whom mounted corps will correspond direct, and who is responsible that every effort is made to keep the horses and transport animals complete.
L. C. 90, 98.

Q. What arrangements are made for the supply of horses to officers entitled to be mounted at the public expense?

A. They will either receive an allowance or will be supplied with horse and equipment from the remount depot. Officers temporarily requiring a horse will be supplied with one by the nearest transport officer. L. C. 93.

Q. How are horses or transport animals disposed of when sick or unfit for duty?

A. Those with the army are sent back to the advanced

remount depot, and the men who bring them will be available to take back fresh animals in their place. All animals found unfit on the march are sent to the nearest remount depot, a receipt being given for them. Commandants will arrange for all details connected with the animals, and for the isolation of suspected cases, and the advanced depot must be periodically cleared of severe cases. L. C. 100.

Q. On what general principle should **military railways** be worked?

A. The delivery of men, animals, and stores at stations of departure, their entraining, detraining, and moving from the station of arrival, are the duties of the troops. The railway authorities are responsible for the actual transport, and railway officials should be interfered with as little as possible. L. C. 108.

Q. Name the principal railway officials.

A. The construction and maintenance of railways is intrusted to the Director of Railways, who will (under the orders of the Director of Transport) be charged with the duty of regulating the traffic, and his instructions on railway matters will be carried out by station commandants and other officers concerned. On each line there will be a traffic manager, and at each entraining, detraining, or halting station a railway staff-officer. L. C. 106.

Q. What are the duties of a **railway staff-officer**?

A. He will make all necessary arrangements for entraining or detraining troops, and for the refreshment of men and animals at halting stations. Officers, of whatever rank, passing through a station, must comply with the instructions of the railway staff-officer. L. C. 110.

Q. Give some further details of railway transport.

A. Early notice of transport required should be given to the Director of Railways, and should state numbers, bulk, weights, and desired hours of departure and arrival. Loading and unloading trains will be carried out under supervision of railway staff-officers according to orders received from station commandants, who will furnish the working parties. Supply trains will have a conductor in

charge, who will report to the railway staff-officer at the destination. Wagons and trucks will be labelled to show contents, and a way-bill will be sent with every train. L. C. 113.

Q. Define the duties of the **C. R. E.** on the lines of communication.

A. He will be responsible for the execution of all engineer services except railway and telegraph duties. L. C. 117.

Q. Describe the position and duties of the **A. A. General** for the Army Service Corps.

A. He is in command of the Army Service Corps, and arranges for movements of parties of that corps. He corresponds direct with his officers on subjects of interior economy, but otherwise reports are forwarded through the usual channel. L. C. 121.

Q. Who controls the telegraphic service?

A. The Director of Telegraphs.

Q. How is the postal service carried out?

A. A field-postmaster arranges for transport and transmission of mails. The general working of the field-post will be carried out under instructions from the Postmaster-General at home. L. C. 127.

Q. What staff and establishment are necessary for the **Ordnance Store Department**?

A. A senior Ordnance Store officer on the staff of the General of Communications, who will be responsible for the amount and maintenance of stores at the various depots, an officer on the staff of the commandants of the base and advanced depot, and others for station duties as required. Each officer will have a proper establishment of conductors and Ordnance Store Corps men. L. C. 132.

Q. Describe the duties of the Ordnance Store officer at the base.

A. He will keep the senior Ordnance Store officer informed of the amount of stores accumulated and in transit, and forward them to depots as required. All general arrangements with naval authorities will be made by the com-

mandant, but Ordnance Store details will be carried out in conjunction with the military landing officer. He will communicate direct with the senior naval officer as to the supply of stores required by H.M. ships. Ordnance stores must always be landed under supervision of the department.
L. C. 136.

Q. Explain the position of Ordnance Store officers at intermediate depots.

A. They will make their wants known to and obey the orders of the station commandant on whose staff they are.
L. C. 140.

Q. Describe the special duties of the Ordnance officer at the advanced depot.

A. He will organise his department in the most convenient manner for meeting the requirements of the troops in front, and will take care that all requisitions are promptly met. A proper understanding must be maintained with officers commanding corps as to how, when, and where stores are to be drawn. L. C. 141.

Q. Give in outline the staff arrangements of the **Medical Department.**

A. On the staff of the General of Communications there will be a principal medical officer, who will have control over all medical matters. To the base, lines of communication, and each army corps and division will be allotted an administrative medical officer, responsible for the administration of hospitals, supply of stores, and carrying out of medical arrangements. L. C. 145.

Q. What medical staff is required at the base?

A. The senior officer will act as administrative medical officer, and be responsible in sanitary matters and for the equipment and supply of hospitals at the base. The second officer will arrange for the reception, care, and embarkation of the sick and wounded. The third officer will be in charge of the medical store depot, and is responsible that there is a sufficiency of stores, and that they are forwarded as required. L. C. 153.

Q. Describe the chief duties of the medical officer at the advanced depot.

A. He will see that a sufficient supply of stores is kept to meet the requirements of the hospitals and bearer companies in front. The sick and wounded of the army will be moved by ambulance to the advanced depot when arrangements will be made for their conveyance down the lines of communication. L. C. 157.

Q. State briefly the arrangements to be made by the **Pay Department**.

A. Military chests will be established under protection at stations as required. Specie should be forwarded in charge of an officer of the department, who will demand the necessary escort. Ample notice should be given by heads of departments of the amount and nature of the specie they are likely to require. Payments should, as a rule, be made by paymasters, and imprests only issued to specially authorised officers, who must account for their expenditure. In special cases a financial adviser may be appointed to superintend, on behalf of the Treasury, the expenditure and accounts. L. C. 160 et seq.

ENCAMPMENTS.

Q. Describe in general terms the construction and position of **encampments**.

A. Camps may be formed of huts or of tents, or may be mere bivouacs made of brushwood, straw, branches of trees, or anything ready to hand. The site for a "standing" camp is selected chiefly on strategical grounds, while that for a "temporary" camp is chosen on account of some tactical advantage the ground may offer. Troops in the field should be encamped in such a manner that they can be rapidly formed in a good position for action, and it is desirable to encamp under cover in rear of, but near to, the position to be occupied.

Q. In the selection of a site, what military considerations should be kept in mind?

A. Before an enemy, purely strategical and tactical considerations are of the first importance. If it is necessary to encamp a force in a position commanded by rising ground the height should be occupied by troops, and, if possible, entrenched, so that it may be successfully held by a small force. The comfort of the troops is the next consideration; if men are on very rough, steep, damp, or stony ground, their rest, and therefore their health and efficiency, will suffer. The facilities which a site offers for obtaining water, wood, forage, and straw are of great importance, and may necessitate the choice of a position that is not tactically good. *R. E. 2.*

Q. State the chief sanitary conditions to be observed.

A. The site should be on sand, gravel, or chalk; clay is usually damp. The side or top of a hill is much to be preferred to the ground immediately at its base. Wet ground surrounded by marshes should be avoided as much as possible. If troops have to be encamped on such a piece of ground for more than one night, drains should be cut. Moss generally indicates marshy ground. It is unwise to encamp in a forest or wood, as decaying leaves produce fever. Newly ploughed ground should be avoided, but grass is always healthy to encamp on. Brushwood is bad, unless on a gravelly or sandy soil; it is perhaps better not to disturb it, but in the case of a standing camp it should be cut down. Ravines and watercourses must be avoided. Camping grounds should be inspected by the sanitary officer. *R. E. 3.*

Q. Discuss the relative importance of the military and sanitary considerations.

A. The movements or position of the enemy must decide which shall weigh most. When the enemy is close at hand, and the camp is for the night only, military reasons must be all important; while if the camp is to be used for a longer period, or if the enemy is not close, sanitary reasons should be allowed due weight. *R. E. 4.*

Q. Give a **sketch** of a full-sized and minimum-sized camp of the arm you belong to.

A. Examples are given in the plates. Clear passages of at least 10 yards should be left between units, and the distance between the rear of one line and the front of another should never be less than 100 yards. R. E. 5.

Q. Describe generally the **occupation of ground** by troops.

A. The different arms of the service should be encamped on the ground best adapted for them. Thus infantry may, if necessary, be encamped on slightly sloping ground, while mounted corps should be encamped on ground nearly level. Wet spots must be avoided. Infantry battalions will encamp in column of companies, or, if the front is very limited, by double companies, an interval between companies of 12 yards should be left from pole to pole, but this can be reduced to 7 yards when space is limited.

Cavalry.—Regiments will encamp in column of troops or of squadrons. The tent-pegs should not be nearer than 1 yard to the picket-lines, and there should not be less than 5 yards from picket-lines to heel-pegs, with a passage of at least 1 yard between the heel-pegs. Saddlery and forage in this case will be placed between tents.

Artillery, Engineers, and Army Service Corps will form up their carriages in one or two lines, at full, half, or close interval, and lay out the camps in rear of them. The leaders' heads of the front line of carriages are to be on the front line of the camp, and the leaders heads of the second line 19 yards in rear of it. Nine and a half yards are allowed between the tents from pole to pole, and they are pitched so that the outside pegs are on the boundaries of the camp on each side. The horse-lines are between the lines of tents and parallel to them. Five yards is the minimum distance which should be allowed from picket-line to heel-peg, and 3 yards' gangway must be left between each line of horses to afford space for harness and forage. R. E. 6.

Q. Describe the **sanitary precautions** to be taken.

(i.) The position of latrines must depend on the position

of other corps, the length of time the camp is to remain, and the prevailing wind.

(ii.) *Whenever troops remain in camp more than three days, tents should be struck occasionally and the ground covered by them should be swept clean and left exposed to the sun and wind. Blankets, clothes, &c., should be spread out to air, and the tents roughly pitched with slack ropes and the flies loose, to allow them to be well blown about.*

(iii.) *If troops remain more than one night in camp, the tent flies should be rolled up the first thing every morning; in rainy weather, the fly may be rolled up on the leeward side of the tent.*

(iv.) *The doors of the infantry tents should face the head of the column, but may be turned away from the prevailing wind; with mounted corps they should face the horse-lines.*

(v.) *At night and in rainy weather, tent-ropes should be slackened, and trenches should be dug round tents, with connecting drains, so that the water may run freely off.*

Q. State the considerations governing the relative position of the different arms.

A. (i.) *Cavalry and artillery should never be placed on a flank, unless the guns are required for defensive purposes, in which case they should be protected by infantry. Engineers usually encamp close to headquarters.*

(ii.) *The supply depot should be close to a good road, and space should be allowed for the Army Service Corps to encamp near it. The depot may be divided into two portions, one for the issue of bread and meat, and the other for forage. The bakery should be in rear of the camp if possible.*

(iii.) *Ammunition columns should not be in front line, the chief considerations being safety and good communications.*

(iv.) *The position of the medical department will depend mainly on sanitary considerations.*

The headquarters should be connected by wire with all important commands, and communication kept up with the outposts by means of signals. R. E. 7.

Q. Describe the **laying out** of a camp.

A. The officer laying out the camp should provide himself with a sketch showing the place to be occupied by each corps. Four markers will be detailed from each corps to mark the site of its camp, and will march with the advance guard. On reaching the ground, the staff-officer will place a marker as a base point for the front of the camp; the second marker of the same corps will measure the distance ordered for its front in the given direction, halt and turn about. The first marker of the next corps will take the interval ordered, turn about and cover; the second marker proceeding as above described, and so on. When necessary, the staff-officer may move up to any marker as a base, and dress the remaining markers in a new direction. When the line is thrown back, sufficient space must be allowed between the battalions adjacent to the angle to prevent the rear of their camps interfering with each other. The front of the camp having been laid down by the staff-officer, the rear of the ground to be occupied by the corps will be fixed regimentally. For this purpose a right angle must be laid out. This can be done by the eye, or with a tape as follows:—Place one man in the alignment six feet from the base camp-colour. A second man, placed eight feet from the camp-colour, towards the rear of the encampment, and ten feet diagonally from the first man, will be at right angles to the front of the encampment. *R. E. 8.*

Q. When a **battalion arrives** in the vicinity of the camping-ground, what course is pursued?

A. An officer should ride on to ascertain the position his corps is to take up, and should then return and conduct it to the ground. On arriving in front of the ground for encamping, each battalion will be formed in column with the right flank resting on the camping-ground, at such distances between companies as will occupy the space allotted to the battalion. The quarter-guard will at once be mounted. Band, pioneers, &c., should join their companies, which are then told off in tent squads of one N. C. officer and fourteen men. The arms will then be piled and accoutrements taken off. One N. C. officer and six

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men (one file as pole-men, one as packers, one as peg-men) per squad will be told off to be ready to pitch the tents when the wagons arrive. The adjutant will then parade from each company: a cooking party of two men under the sergeant-cook; a latrine party of two men with pioneers under the pioneer-sergeant; a water party of one N. C. officer and two men under a sergeant; a ration party of one N. C. officer and two men under the quartermaster-sergeant; a wood party of two men or more and a N. C. officer per company. The remainder will sit down close to the piles of arms. R. E. 9.

Q. What are the first duties of the cooking, latrine, and ration parties?

A. A site for cooking will be chosen, and kitchens dug if necessary, under the orders of the sergeant-cook. The sergeant of pioneers will at once begin the latrines; for this purpose he will dig a narrow trench some 15 feet long and about 1 foot 6 inches deep. If the camp be only for one night, this will suffice; if for a longer period, a larger one may be afterwards made. The position of the latrines will be fixed by the staff or other officer encamping the troops at a distance from the water supply. The quartermaster will issue the rations as soon as the supply wagons arrive. The wood party will act under orders issued by a staff-officer. R. E. 9.

Q. When the baggage-wagons come up, what is done?

A. An officer from each corps should be on the look out for the regimental wagons, and conduct them to the rear of the camping-ground. They should be parked with the tail-boards towards the rear, and they should not march over or halt near any ground where tents are to be pitched. On the wagons being halted, the whole of the tent party, with the exception of the front rank pole-man of each tent, will march off under a subaltern from each company, unpack the wagon, and bring up the tents.

Q. Explain the method of pitching the tents of a battalion.

A. The officers commanding companies will parade the

front rank pole-men, in single rank on the inner flank of their companies, the left pole-man of the leading company being placed 3 yards in rear of the front camp-colours, and 3 yards inwards from the flank, so that these tents when pitched should not extend beyond the boundaries of the camp. The pole-men of the remaining companies being paraded in columns in rear, at such distances as will occupy the space allotted for the front of the battalion. The pole-men will then receive the word of command, "From the left, — paces, extend." The officers commanding companies will dress the men from left to right of companies, a mounted officer covering them in succession from the front. Each tent squad will bring up a tent, pegs, and pole, open the tent bag, and drive a peg between the heels of the pole-man, who will grasp the pole; the tent will then be opened and placed on the pole. If the tent has storm-guys, they will be fixed, and the ends placed over four pegs driven at right angles to one another 5 yards from the pole, marking four corners; if the tent has no storm-guys, the four red runners will be held each by a man; the non-commissioned officer seeing that the door points the proper way and that the fly is fastened. On all being reported ready, the bugle will sound one G, and the whole will be raised at once, the guys fixed, and the pegging down completed. Officers commanding companies should now examine the tents, to see that they are properly pitched; the arms, accoutrements, and blankets should be brought in, and a trench dug round each tent with a proper drain to carry off the water. The quarter-guard is placed on the front line of the battalion parade opposite the centre of the battalion.

Q. Describe the arrival of a **cavalry regiment** on its encamping ground.

A. *On arrival it will be formed in column of troops in front of the site selected. The quartermaster and a few men (who should be sent on beforehand) will dismount and measure out the ground. The men will be dismounted, arms taken off the saddles, and the horses linked by squads. All spare men will then be marched off to lay down the*

horse-lines, previously placing their arms and accoutrements between the lines for the tents and the horse-lines. The lines being ready, the horses are to be filed in by squads, and each horse picketed separately and unbitted; three stable-guards per troop will be told off, and the remainder will fall in and be told off for pitching tents, drawing forage, rations, fuel, &c. The forage is to be kept in the centre of the lines between the two central tents.

Q. What general rules are laid down as to the care of horses?

A. They will be unsaddled when the backs are cool, and the saddles placed near them, and raised, if possible, off the ground. Horses that have not been previously watered, when cool, may be taken to water, and on their return fed. If the horses are not used to being picketed, they should be picketed as they stand in the stables. It may also be desirable to leave the bridoon reins on while feeding. The men should be kept as much as possible among the horses while cleaning accoutrements, &c.

Q. Describe the arrival of artillery and other arms on an encamping ground.

A. On arrival, batteries are to be formed up at half interval, and wagon trains of all sorts at close interval in one or two lines; the heads of the lead horses of the guns or leading wagons being on the front line of the camp. Equipment, tent, and supply wagons are formed in rear on the opposite flank to the kitchens with their tailboards facing the tents. The N. C. officers and men are then dismounted, but the teams are not unhooked, riding-horses are held by the drivers, and arms attached to saddles taken off. The cooks and guards previously detailed take up their duties at once. The picketing gear is got out and laid by the N. C. officers and men not engaged in holding the horses. The teams are unhooked and the horses filed in succession on to the lines, each horse being separately picketed in its proper place. Horses are then unharnessed; but saddles and pads are not to be taken off until the backs are

cool. The harness is packed in rear of the heel-pegs, and the forage kept between the horse-lines. The tents are then pitched, and latrine, water, ration, and wood parties detailed. Kitchens, ashpits, and forge are to be placed at the back of the camp and on the leeward side.

Q. What information should always be detailed in camp orders?

A. The hours of tattoo, reveille, and issue of orders. The hour at which rations and forage will be issued, and the places where the supply depots are formed. The position of headquarters, and of head offices of supplies, transport, and of the Medical and Ordnance Store departments. Position of the market-place, and postal and telegraphic facilities. The whereabouts of the various staff-offices should be indicated by sign-posts, and their position marked by distinguishing flags and lamps. R. E. 10.

Q. When **straw** is issued for tents in a standing camp, how is it best utilised?

A. It should be made into mats, and not left loose in the bottom of the tent. Mats may be made as follows:—The straw is twisted into ropes; two rows of tent-pegs are driven into the ground parallel to one another and two feet apart, and the ropes passed round the pegs to form the web. Other straw ropes are interlaced, so as to form the woof. Each man should have two mats, one for his head and shoulders, the other for his legs. Four men will make the mats for an entire tent in one day, two twisting the ropes and two weaving. R. E. 12.

Q. Describe the arrangements to be made in a standing camp for **drying clothes, bathing, and providing arm-racks.**

A. A piece of ground about 30 feet long and 5 feet wide is surrounded by a wall made of earth and sods and roofed; a trench 12 inches wide and about 6 feet long is dug under the wall from the exterior. When a fire is lighted in the trench, and all orifices but one opposite the fire are closed, a current of hot air will pass through the hut and dry any clothes hung up in it. Bathing-places

on a stream should be below the point where both men and horses obtain their supply. A hole may be excavated and allowed to fill, or a small dam may be made. Arm-racks should be formed of uprights 3 feet high, either of wood, earth, or stones, a pole being laid along the top.

Q. Where should **tents for women** be placed?

A. In some sheltered spot, the tents being placed at double intervals; and a rope, fixed on stakes about 2 feet 6 inches high, should be used to surround the encampment. A washing shed should be constructed and well drained; a few old damaged tents may be cut up, and will afford a comfortable shelter from sun and rain for the women. A shed can often be made under the shelter of a wall or fence.

Q. Describe a camp **sentry-box**.

A. They may be made either of turf, or, if branches of trees can be obtained, by forming a rough wicker-work, 6 feet 6 inches high and 3 feet diameter; this should then be covered with branches and leaves or thatched with straw.

Q. What is a **bivouac**?

A. An encampment formed without tents or huts.

Q. In determining the **site** of a bivouac, what principles should be borne in mind?

A. In the neighbourhood of an enemy military considerations are of primary importance. The nearer to the fighting position, and the simpler the route to it, the better. The front should be perpendicular to the line of advance. Fires should be concealed from the sight of the enemy. The ground should be dry, fairly level, and of sufficient size, and afford protection from bad weather, and facilities for getting wood and water. R. E. 13.

Q. What main points should be observed in **laying out** a bivouac?

A. (a.) Facility for getting under arms and free passage for moving off.

(b.) Officers to be near their men, and at night among them.

(c.) *Transport and horses entering the bivouac should not disturb the men already resting, and their position must not interfere with the free advance of the troops.*

When the outposts are placed, orders should be given for accoutrements to be taken off and horses to be unsaddled.

Q. Explain how a certain amount of **shelter** can be obtained.

A. Neighbouring buildings, walls, hedges, and undulations in the ground may be utilised. A slight amount of shelter will protect a man against wind, and a small piece of canvas or waterproof judiciously placed will protect him from rain. With earth and brushwood a circular bivouac can be made. If it is required to light a fire in its centre, it should have an interior diameter of 18 to 20 feet. The turf should be first carefully cut from the trench round the bivouac, and placed so as to revet the interior slope; the earth should then be thrown against it and a bank some 2 or 3 feet high made. A way in should be left to leeward. The men lie down like the spokes of a wheel, with their feet to the fire. The ground on which the men have to lie should not, as a rule, be disturbed. When the time is short or the enemy close, the troops may be ordered to lie down by their piles of arms and by their horses. It should be noted that surface overcrowding may be sometimes dangerous.

Q. Describe the method in which a **battalion** occupies its bivouac.

A. The front required for the bivouac of an infantry battalion is 80 yards, and a parade ground of equal front is necessary. The battalion should be formed in the first instance in quarter column, with its flanks resting on the ground pointed out for occupation. After the guards and fatigues have been detailed, the men will pile arms, take off their accoutrements (if ordered), and place them on the piles; the valises or waterproof sheets and greatcoats will be taken by the men to the ground they are to rest on, but those of the cooks and fatigue men should be left by the piles of arms until they require them. The leading and rear companies

of the column will respectively advance and retire to a convenient distance from their arms, and there form their bivouac (their officers with them). The remaining companies will move off to their inner flank and form their bivouac. The arms of the battalion will thus be protected on three sides, and in case of alarm, two companies can at once stand to their arms. The quarter-guard will be placed to the front. Four sentries should be placed around the arms. No fires are to be permitted near the piles of arms. Transport wagons are placed in rear of the bivouac. In the vicinity of an enemy the officers are to bivouac among their men, otherwise they can occupy the ground in continuation of their companies.

Q. Describe the formation of a cavalry bivouac.

A. Cavalry.—A parade ground is required for the bivouac of each cavalry regiment. A regiment arriving in "column of route" forms troops or squadrons, according to the nature of the ground, flanks resting on the site for encampment, dismount, link horses, and proceed as laid down for "pitching a camp." After the horses have been attended to, the men make shelter according to the time and means at their disposal. If the time is short, they lie down by their arms in front of their horses, using their saddles for pillows, and as a protection from the wind. Transport wagons are placed in rear of the bivouac. In the vicinity of an enemy the officers are to bivouac among their men, otherwise they can occupy ground in continuation of their troop-lines.

Q. Describe the formation of an artillery bivouac.

A. Artillery and draught corps form line at full, half, or close interval, and proceed as laid down for pitching a camp. Gunners and all dismounted men bivouac around or under the guns and wagons, the drivers with a proportion of N. C. officers lie down in front of their horses, using the saddles or pads as pillows or shelter. Should there be not sufficient space for drivers to lie between the horse-lines, they will bivouac on each flank, where the tents would be pitched in ordinary cases. The officers bivouac in rear at the end of the horse-lines, except in the vicinity

of the enemy, when they should be among their men. The regimental supply wagons are halted in rear of the officers' bivouac. Sufficient shelter can be obtained by lying under the wagons and making a screen on the windward side with a portion of the blankets, waterproof sheets, &c. R. E. 13.

Q. Give a short resumé of the duties in camp or bivouac.

A. On arrival of troops, outposts, when necessary, will be posted, and alarm posts appointed for units and larger bodies. No officer will quit the troops or employ any soldier until the tents are pitched or the bivouacs established. The general or other officer of the day is to take charge of the camp, to visit the guards, outposts (unless the latter have a special commander), and inlying picquets, and to receive all reports from them. The field-officer of the day will mount and visit guards, take command of the inlying picquets, and order such patrols as are necessary. If the inlying picquets leave the camp on duty, he will accompany them. The captain of the day is to superintend the camp of his own corps, attend the parading of all regimental guards, and visit them by day and night. The brigade-quartermaster will attend to the general cleanliness of the camp. R. E. 14.

Q. What are the regulations as to inlying picquets?

A. The strength will depend on that of the force and on the requirements of the camp. Picquets are to mount at "Retreat" generally from the brigade alarm-post, and to proceed to the posts they are to occupy at night. On active service they are not to remove their accoutrements, and are to be in readiness to turn out at the shortest notice.

Q. Specify the general instructions given as to supply.

A. Every encouragement is to be given to the inhabitants of the country to supply the camp markets, and any soldier interfering with their passage to and from the camp is to be punished. Foraging and water-carrying parties, when exceeding twenty men, and required to march any consider-

able distance from camp, are to be under the command of an officer.

Q. Describe the two general types of laagers or convoy camps.

A. (a.) Where the wagons form the line of defence, and in case of attack are manned by the escort: in this case, earth from the outside should be thrown up against the wheels, or the spaces under the wagons should be blocked with thorn bushes, cases, barrels, forage, or any other articles available, leaving occasional loopholes.

(b.) Where the escort is strong, and there is sufficient time to form an entrenchment outside the line of wagons: in this form of laager, the escort and drivers will bivouac in rear of, and close to, the entrenchment, a clear gangway of at least five yards in width being left between the wagons and the ground occupied by the troops. R. E. 15.

Q. What considerations govern the formation of laagers?

A. The number of animals for which interior space is required, the strength of the escort, and the site and time available. The cooking places and latrines must be outside the entrenchment. Wagons, on all except the rear face, should be ranged with the poles or shafts outside, so as to facilitate the moving off in the morning.

Q. Explain the different forms of laagering that may be adopted.

A. The best formation for a laager is that of a square, the wagons with the poles and shafts outwards being arranged axle to axle as closely as possible, and tied together, the corners being closed by drawing up the flank wagons obliquely. If wagons thus arranged do not afford sufficient area, they may be placed end on, the poles or shafts of each being secured under the body of the one in its front. In either case openings must be left on each face by drawing forward or backward one or more wagons, which, in case of attack, can at once be run back. If rapidity of forming the laager is an object, the wagons may be drawn up in either a triangular or a diamond form. In some cases

two laagers may be formed, and when the escort is small and convoy large, a cattle laager should be formed with two small ones for the escort.

Q. State the rules as to interference with the soldier's rest on striking camp.

A. The hour for assembly and the hour for reveille are named in orders, and the men should not be disturbed sooner. The practice of knocking tent-pegs to loosen them, drawing picket-posts, &c., should never be allowed, and no man should stir until the reveille is sounded from headquarters. R. E. 16.

Q. Describe the first steps to be taken on **striking camp**.

A. The moment reveille has sounded, the cooks proceed to light fires and make coffee, for which purpose firewood, water, &c., should be prepared overnight. While breakfast is being got ready, the blankets will be rolled up and packed in the wagons, the trenches round the tents filled in, and all refuse collected. When the men have had their breakfast, the fires will be extinguished, the refuse thrown into the trenches, the trenches filled, and chimneys levelled. The latrine party will fill in the latrines, and the tents will be struck, rolled up, and put into their bags. No violence should be used in getting out the tent-pegs or picket-posts. One officer per troop or company is personally to see each article placed in the wagons.

Q. What final measures should be taken before the troops move off?

A. A regimental mounted officer should ride over the ground to see (1) that nothing is left behind, (2) that the latrines and kitchens are filled in, (3) that the bones, offal, and rubbish are buried. A staff-officer is to see that the ground is left in a fit state for occupation by the succeeding column, and any neglect on the part of a corps will be reported to the general officer commanding.

Q. What are the general regulations as to **baggage columns**?

A. The G. O. C. is responsible for the safety of the

baggage, and will from day to day appoint an officer to take charge, who, if he is not a transport officer, will not interfere with transport details. Commanding officers are responsible that their wagons are properly packed. Corps will take it in rotation to march at the head of the column. Carts of sutlers, &c., must follow the other carriages. No men are allowed to ride on wagons or water-carts or to march between wagons. R. E. 17.

Q. From what sources is **water** usually obtained.

A. From streams, ponds, or existing wells. When troops are encamped for a considerable time, or when stationary depots are formed, it may be necessary to sink wells, make reservoirs, and lay pipes. R. E. 18.

Q. What precautions should be taken to prevent **pollution** of the water?

A. The officer forming the encampment will post sentries over it from the first troops that arrive; when the camp is formed, a guard will be posted. Care should be taken that the watering-place for the men should be distinct from that for the animals. The latter must be lower down the stream than the former, and it is advisable to send patrols up the stream to prevent men washing or bathing in it. Washing in the neighbourhood of wells or watering-places must be strictly forbidden. If the stream has a muddy bottom, great care should be taken not to stir up the mud by dipping vessels into it, but small pumps should be fixed. If the stream be shallow, dams should be made on it with a few pickets and sods; a small piece of tarpauling may be used with great advantage for the purpose of making them water-tight. A barrel sunk in the bed of the stream affords a convenient place into which to dip the sucker of the pump or collect water.

Q. Describe a simple method of constructing a **filter**?

A. Filters can be easily made by placing two barrels, one within another, and ramming the space between with clean straw, coarse sand, and charcoal, if it can be procured, or branches of trees with the bark taken off. The

water is allowed to flow into the outer barrel, and rises through holes pierced in the bottom of the inner barrel. In a standing camp, if the water is not good, charcoal should be made, and the water regularly filtered.

Q. Upon what **data** is the average supply of water based?

A. Elephants drink daily twenty-five gallons; camels, ten; horses and oxen, six; mules and ponies five gallons. In temporary camps, one gallon per head is allowed for troops.

Q. How is the time requisite for watering animals calculated?

A. A horse, bullock, or mule drinks about one and a half gallons at a time, and takes about two minutes to drink, or, if confusion be allowed for, about three minutes. The time to water animals may therefore be calculated, if the number that can drink at one time is known.

Q. What arrangements should be made for facilitating the watering of animals at streams or ponds?

A. If the banks are steep, they must be cut down so as to allow the animals to drink easily. If the soil is muddy, branches of trees, fascines, and stones should be laid down to prevent the animals sinking in the mud. Hours for the watering of different corps should be laid down. An officer should be with all cavalry watering-parties, and each horse as soon as he has drunk should leave the water, and the party should fall in clear of the next-comers. Shallow streams should be deepened, either by making dams or by excavating the bottom; animals drink more rapidly when the water is from 4 to 5 inches deep than if it be shallower. If the supply is from wells, troughs must be provided by simply excavating the ground and roughly paving it with stones, or they may be made of wood or sheet-iron.

Q. Give a brief description of the **pumps** generally used for military purposes.

A. There are three kinds—

1. A small hand lift and force pump with flexible

hose. This will draw water from 18 feet, and throw it about 16 feet, and will yield 7 gallons per minute.

2. *The Norton tube well consists of tubes driven into the ground with a monkey, and with a pump screwed on the top. One of these wells takes about three hours to fix; it will yield about seven gallons per minute, and will keep three horses drinking at one time. These pumps are very useful in searching for water.*

3. *The "Bastier pump" is a pump with an endless chain working over a wheel; it yields from a depth of 45 feet (worked with two men), 2200 gallons per hour.*

Q. State some of the regulations affecting **latrines**.

A. Too much care cannot be bestowed in selecting the site of the latrine, and placing it so that no filtration from it may reach the water supply. A small shallow trench will suffice for one night, and should be invariably filled in in the morning before the troops march off. Otherwise a trench should be 3 to 4 feet deep, and a fatigue party should throw a couple of inches of earth over the soil every day to prevent smell. When a trench is filled up, a fresh one will be dug near it. In standing camps, latrines may be made with seats and urinals established. R. E. 19.

Q. What arrangements are made as to the instruction of men in **cooking**?

A. Eight to ten men in each troop or company should have been instructed in cutting up meat, in making field-kitchens, and in cooking, and the sergeant-cook is specially trained for the purpose of instructing men in this part of their duty. Soldiers' food should be carefully looked after, and attended to by the officers themselves. R. E. 20.

Q. When troops encamp for a night, how should the ordinary **kitchen** be made, and by whom?

A. One trench per company should be dug 6 feet long, 9 inches wide, and 18 inches deep at the mouth, and continued for 18 inches into the trench, then sloping upwards to 4 inches at the back, with a splay mouth pointing towards the wind, and a rough chimney 2 feet high at the opposite end formed with the sods cut off from the top of the trench;

it will be advantageous if these trenches are cut on a gentle slope. This trench will hold seven of the large oval, six Flanders, or nine Torrens kettles. Brushwood and long grass should be cut for 20 feet round the kitchen, and may be used in lighting the fire.

Q. Describe the form of kitchen best for damp or marshy sites.

A. Cut sods of turf about 18 inches by 9 inches, and lay them in two parallel lines 6 feet long, and 2 feet 6 inches apart. Build these walls 2 feet high for large oval or Flanders, and 18 inches high for small oval or Torrens kettles. Lay the wood all over the bottom between the two walls. Place sticks through the handles of the kettles, and hang them over the centre with the ends of the sticks resting on the walls. Light the fire. This trench will hold about ten Flanders, twelve large oval, twenty Torrens or small oval kettles.

Q. What method may be followed when time does not admit of making a trench or wall?

A. The kettles may be placed in rows 10 inches apart, and the fires lighted between them. By this method the cooking takes longer and requires more fuel. Troops should, under all circumstances, have their dinners ready one hour and a half after the rations are issued.

Q. Describe the usual method of cooking.

A. The sergeant-cook will apportion the meat, potatoes, &c., to the various messes, which the cooks will cut up and place in the kettles. The number of men composing a mess depends upon the kettle used, each kettle cooking for five or eight men. Meantime the water-party should have brought water in the camp-kettles, and the moment the fire is lighted the kettles should be laid on the trench, and be brought to a boil, after which they should be allowed to simmer gently. Kettles should be filled overnight, ready for next morning, and the wood should be cut and laid in the trenches, so that in the event of rain during the night the trenches and wood may be kept dry. If troops remain in camp more than a day or two, it is advisable to make a regular field-kitchen.

Q. What is the usual form of a regular **field-kitchen**?

A. The broad-arrow kitchen consists of three trenches converging to a point, with their mouths connected by a transverse trench, and a flue 14 feet long, with a chimney 5 or 6 feet high. Each trench will accommodate about eleven or twelve oval kettles, the holes for which should be modelled in clay, using the base of a kettle as a mould. The intervals across the trench should be covered by sods or stones, or sticks plastered with clay, and all interstices closed with clay or sods. The triple-arrow kitchen is a combination of three broad arrows connected by long flues with a central chimney.

Q. Give some general details as to **field-ovens**.

A. The pieces of the oven are usually carried with the troops, and it should be erected on a gentle slope with the front set to meet the prevailing wind. In improvising an oven, the main object is to obtain a covered-in space which will bear and retain the heat of a fire lighted inside. The roof may be made of a brushwood hurdle plastered with clay, the arch being afterwards covered with earth.

Q. What general instructions are given as to the **camp police**?

A. No traffic of any kind should be allowed along the front of a camp or through the tents. Carts, wagons, and horses should pass through the intervals and along the rear. A place for a market should be named in orders. Persons coming to sell articles must be confined to this place, and a picket under arms should remain in the market until it is cleared. The staff-officer should arrange a tariff of prices, all articles being paid for in ready money. The camp police should make rounds at uncertain times, and arrest all who may contravene the orders. *R. E.* 21.

Q. Under what circumstances are **hut encampments** used?

A. During the siege or blockade of a fortress, or when troops are occupying a position in which they remain for some time. The materials of which huts are made depend

upon the resources of the locality, and are principally brushwood, logs, straw, reeds, clay, turf, and stones.
R. E. 22.

Q. Give some general details as to the formation of huts.

A. The best form of hut will usually be rectangular in plan, with width for two rows of beds, and a passage down the centre, but where the material is of small size, one row may be provided, or the hut may be made of circular form. A width of at least 6 feet should be allowed for each row of beds, and the passage may be from 2 to 4 feet wide. The accommodation may be calculated at one man per foot in length of the hut when there are two rows of beds, and one man to every 2 feet when only one row of beds. The ordinary 6-foot hurdles may be arranged to form a hut, and a fascine at the ridge with thatching of straw, reeds, &c., may be used as roofing, or hurdles may be made of special dimensions for hutting purposes. In moderate climates walls may be constructed of wattle and daub; the sides should be strutted at intervals to resist wind, and the roof may be carried on a ridge-pole, or may be strengthened by uprights in the centre. When timber is abundant log-huts may be constructed. The roof may be thatched, or the covering material may be of slabs of wood, bark of trees, &c. R. E. 22.

INDEX.

- ABSENCE without leave, 47
- Accounts, savings-bank, 137
- Accountant-General, 149
- Accoutrements, repair of, 186
- Acquittance roll, 161
- Adjutant, qualification, 13; report on, 17, 156; dépôt, 74
- Aide-de-camp, 20
- Allowance, servants', 109; forage, 40; stable, 40
- Ammunition, 187
- Approval of recruits, 85, 86
- Armourer, sergeant, 114
- Arms, 184; browning, 186
- Army forms, 155
- Army Reserve, *see* Reserve
- Army Schools, 27
- Army Service Corps, 22, 151, 203
- Artificer, 92, 112, 116; ordnance, 115
- Artillery, precedence, 6; officer commanding, 20; training, 118; director of, 148; in camp, 212; in bivouac, 216
- Attestations, 85, 125, 128; duplicate, 128; of reserve, 129; receipt for, 129
- Audit, letter of, 140
- Band, 102; master, 103; men, 104; instruments, 105
- Baggage, 220
- Barracks, taking over, 60; rooms, 62; inspections, 61, 62, 64, 65; admission of strangers, 64; damages, 65; officers' quarters, 66; section, 88; soldiers out of, 110; stores, 159
- Base of operations, 195
- Bedding, 177
- Bearer companies, 57
- Bibles, 122, 155
- Billets of horses, 40
- Bivouacs, 214, 216
- Blankets, 178
- Blank ammunition, 187
- Boards, garrison, 63, 67; on medals, 91; on equipment, 182
- Books, regimental, 123; order, 124; military, 143; condemned, 155
- Boys, enlistment of, 86; return of, 167
- Brigade-Major, 7, 20, 22
- Bringer, 82
- Buildings, 63
- Camps, *see* Encampments
- Canteen, 70
- Canvas, under, 15, 211
- Casualty, book, 130; returns, 147
- Caterer, 98, 106
- Cells, 2, 4
- Certificate, medical, 45; of leave, 45; of trade efficiency, 85; of education, 131, 167; guard, 157; discharge, 165; protecting, 170
- Chaplains, 122, 156
- Chargers, 33, 41
- Charitable funds, 141
- Civil, practitioners, 38, 57, 153; mess man, 98; schools, 153
- Classes, 26
- Clergymen, 122, 153
- Clothing, return, 164; report, 168; expense stores, 177
- Coffee room, 70
- Colonies, officer commanding, 9; employment in, 123
- Colours, 6
- Command, of officers, 6, 7
- Commandant, of Base, 195; of

- station, 196; of advanced dépôt, 198
 Commission, sale of, 12; of N.-C. officer, 14
 Committal to prison, 170
 Committee of institute, 69
 Communications, *see* Lines of communications
 Complaints, 19
 Conducting sergeant, 82
 Contracts, 176
 Convictions, civil, 134; before enlistment, 132, 135
 Convoys, 198
 Cooking, 210, 222, 223
 Correspondence, 148, 151
 Court-martial, entry, 133; book, 134; proceedings, 135
 Courts of inquiry, 135
 Cricket grounds, 68
 Custody, detention in, 2

 Damages, 177
 Deaths, 146, 168
 Declarations, 10
 Defaulter book, 131; disposal of sheets, 133; entries in, 133
 Department, officers of, 7, 17; refreshment, 69; ordnance store, 203; medical, 204
 Depot, 74; general hospital, 53; officers, 75; N.-C. officers, 75, 76; documents, 77; returns, 77, 145, 162; arms and munitions, 78; recruits, 78; cavalry, 79; mess, 102; at Base, 196; advanced depot, 198
 Desertion, of recruits, 89; returns, 146, 170
 Despatches, 147
 Detachment, mess, 100
 Digest of services, 135
 Director, military education, 148; of contracts, 149
 Discharge, from custody, 2; of prisoners, 3; service towards, 93; proceedings on, 165
 Disease, prevention of, 38
 Disembarkation, 61
 District, regimental, 74, 80; returns, 77
 Divine service, 121
 Documents, men in hospital, 52; transfer, 77, 164

 Drafts, 159
 Dress, officers', 43
 Drill order, 43
 Drunkenness, entry, 132

 Education, military, 24; director of, 148; certificates, 131, 167
 Engineers, officer commanding, 20, 203
 Embarkation returns, 159
 Encampments, 205; sanitary conditions, 206; occupation of, 207; position of arms, 208; laying out, 209; duties in, 210; pitching tents, 210; horses, 212; orders, 213; striking camp, 219; huts, 224
 Enlistment, 83; proceedings on, 84; of boys, 86; from reserve, 93; from militia, 169; offences before, 132, 135
 Entertainments, mess, 100
 Entry, regimental, 131; of drunkenness, 132; of court-martial, 132; of civil convictions, 134
 Equipment, 179; inspection, 181; return of, 181; loss of, 182, 183; ledger, 183; camp, 185; marking, 186
 Equivalent, of forage, 40
 Examination, of prisoners, 3; for adjutants, 13; of officers, 17; of N.-C. officers, 29; in gymnastics, 31; of sick, 59
 Exchanges, 10
 Explosives, 190
 Expense stores, 176

 Farriers, 42
 Fatigues, 63
 Female hospitals, 56
 Field, hospitals, 58; depots, 192; ovens, 224; training, 117, 158; companies, 118; sketching, 120
 Filters, 220
 Fire, precautions, 66; engines, 67
 Food, in hospital, 52, 175; horses, 37
 Forage, 39; scale of, 40; allowance, 40; in field, 193
 Fortress, companies, 118
 Fuel, 175, 194
 Furlough, 49; rejoining from, 50;

- sick, 50; extension of, 51; returns, 145, 159
- Gardens, 68
- Gas, 62
- General, precedence, 7; duties of, 15; inspection, 16, 19; staff, 20; hospital depot, 53; hospitals, 58; of communications, 194
- Good conduct, medals, 94, 167; pay, 154
- Governor, of colonies, 9; of prisons, 14
- Gratuities, 139
- Grocery, shop, 139; ration, 193
- Guard report, 157
- Guidons, 6
- Gymnasia, 30; training in, 31; reports of, 32
- Half-pay officers, 7; retirement, 14
- Harvest-work, 15
- Horses, remounts, 33; marking, 34, 35; transfer of, 34, 36; casting, 34; dead, 35; clipping, 35; sick, 36; killing, 36; food, 37; bedding, 37; young, 38; shoes, 185; in field, 201; in camp, 212
- Hospitals, 51; report to, 52; depots, 53; admission and discharge, 54; attendants, 55; non-dieted, 55; female, 55; field, 58; ship, 58; general, 58; supplies, 175
- Huts, 224
- Imprisonment, 1, 132
- Inlying pickets, 217
- Inspection, cells, 2; provost-prisons, 3; annual, 16; reports, 17; R.A. and R.E., 20; hospitals, 52; of sick, 59; of barracks, 61, 62, 64; marching out, 65
- Inspector, of warlike stores, 20, 172; army schools, 27; general, R.E., 149
- Institutes, 68; committee of, 69; visitors to, 70
- Instructor, gymnastic, 30
- Intelligence department, 149
- Intrenching tools, 186
- Inquiry, *see* Courts
- Inventory, boards, 60; issue on, 178
- Issues, extra, 174; of stores, 180
- Kitchens, 222, 224
- Laagers, 218
- Languages, foreign, 25
- Latrines, 210, 222
- Leave, of officers, 11, 44, 145, 158; expiration of, 45; certificate, 45; cancelling, 45; extension, 45; to travel, 46, 48; winter, 46; of young officers, 46; absence without, 46; of paymaster, 41; of medical officer, 47; departmental officers, 47; sick, 48; extension of, 49
- Ledger, savings-bank, 137; store, 142; equipment, 183.
- Legal proceedings, 154
- Legion of honour, 146
- Letters, soldiers', 110; officers', 111; book, 131; of audit, 140; official, 151
- Libraries, 72; librarian, 73; books, 72; accounts, 73
- Life-saving medals, 95
- Light, 175
- Lines of communication, 194; stations on, 196; general of, 194
- Live-stock in barracks, 63
- Long service, 83
- Machine guns, 184
- Magazines, movable, 192
- Maps, 143
- Marching order, 43
- Marking, equipment, 186
- Marriage, soldiers', 109; roll, 110, 154; of officers, 125; register, 136
- Medals, 44, 94; forfeited or lost, 96
- Medical, staff corps, 56; inspection, 59; department in field, 204
- Mess, bills, 97; man, 98; contributions, 98; subscriptions, 99; meetings, 100; detachment, 100; entertainments, 101; allowances, 101; depot, 102; sergeants', 105, 138; caterer, 98, 106; messing, 106; accounts, 97, 100, 106
- Military, secretary, 22, 148; history sheet, 127
- Militia, enlistment from, 169
- Mineral oils, 67
- Minor offence report, 169
- Minutes, 150

- Monuments, 74
 Musketry, 118
- Naval officers, rank, 8; at Base, 195
 Name, change of, 130
 Netley Hospital, 54
 Non-commissioned officers, precedence, 8; classes, 26
 Notice paper, recruits, 84
 Number, of horses, 35; of men, 130
 Non-effective accounts, 138, 139, 140
- Offences, in hospital, 53, 54; before enlistment, 132
 Officers, staff, 7; half-pay, 7; departmental, 7; retired, 8; relative rank, 8; warrant, 7; joining, 11; posting of, 12; report on, 17; gymnastics, 33; drawing forage, 39; orderly, 45, 61; going abroad, 46; presentation of, 46; reporting arrival at home, 48; on sick leave, 48; mess, 98; taking over mess, 101; court-martial book, 134; deaths, 146; landing officers, 195; railway staff, 202
- Oils, mineral, 67
 Operations, base of, 195
 Orders, foreign, 97
 Ordnance, store corps, 23, 151, 172; store department, 203; officers, 204; artificers, 115
 Ovens, field, 224
- Paillasse, 175
 Park, ammunition, 189
 Pass, soldiers', 156
 Passages, free, 162
 Patrols, serge, 44
 Pay department, 23, 138, 149, 205
 Pensioner, 87; claim by, 165
 Pioneer, 112; classes, 26; sergeant, 112; cavalry, 114
 Picket, fire, 66; inlying, 217
 Police, military, 5; camp, 224
 Postage, 143
 Post-office, 80, 110; field, 203
 Prayer-books, 122, 155
 Precedence, 6; in colonies, 9
 Prison, military, 1; provost, 2, 3, 5, 171; governor, 13; committal to, 170; supplies, 175
 Prisoners, 3; of war, 12
 Prize money, 16
 Promotion, 10
 Provost-prisons, 2, 3, 5, 171; sergeant, 4
 Pumps, 222
 Pupil teachers, 28
- Quarters, appropriation, 60; application for, 61; officers', 65
 Quarter-masters, 14
- Railways, 202
 Range, taking, 119
 Rank, relative, 8
 Rations, 174; in field, 193, 199; of forage, 40
 Recreation rooms, 70
 Recruiting, 79; agencies, 80; of units, 80; officers, 81; recruiters, 81, 82
 Recruits, training, 31, 32, 78, 117; conducting sergeant of, 82; notice paper, 84, 163; attestation, 85; absconding, 86; joining, 88, 163; desertion, 89; pass, 162
 Reconnaissance, 120
 Records, regimental, 123; official, 152
 Register, marriage, 136; equitation, 141; civil employment, 142
 Re-engagement, 90, 163
 Re-enlistment, 82, 87
 Remounts, 33, 34, 201
 Reports, on officers, 17, 18, 156; district, 19; gymnasium, 32; of arrival at home, 48; of sick, 52; of dying, 55; sanitary, 55; official, 152; guard, 157
 Requisitions, 180; in field, 191, 197
 Reserves, army, 78, 79; enlistment from, 93; transfer to, 165; medical staff corps, 56; ammunition, 188
 Retirement, of officers, 11, 13; on half-pay, 14
 Returns, 144; embarkation, 159; disembarkation, 161; clothing, 164; annual, 167; monthly, 168; weekly, 169
 Review order, 43
 Rewards for languages, 26

- Riding, masters, 14, 41; school, 41; parties, 42
 Rifle, number of, 184; ammunition, 189, 190
 Roll, married, 110, 154
 Running drill, 32

 Saddlery, 116
 Sanitary matters, 63
 Savings-banks, 137
 School, army, 27; detachment, 29; of music, 103; civil, 153; masters, 28
 Sentry-box, 214
 Serge, patrols, 44
 Service, terms of, 83; extension of, 90, 163; continuance in, 92, 164; prolongation of, 92; reckoning, 93; forfeiting, 93; restoration of, 94, 164; divine, 121; abroad, 123; statement of, 126; recording, 127; digest of, 135; liability to general, 169
 Servants, 107; transfer of, 108; allowance, 109; pay, 109; at staff college, 109
 Shelter-trench, 185
 Shoeing, 43; smiths, 42
 Short service, 83
 Signalling, 119
 Soldier, servants, 107; married, 109; letters, 110; tradesmen, 112; field training, 117; young, 118; name and number, 130; deaths, 147, 168; inquiries about, 147; pass, 156
 Stable, duties, 37; ventilation, 38; allowance, 40; necessities, 185
 Staff, college, 23, 45, 109; officers, 7, 21, 22; clerks, 123

 Standards, 6
 State, duty, 157; field, 158; sick, 158
 Stationery, 155
 Stretcher bearers, 56
 Supplies, 173; of stores, 177; ammunition, 188; by requisition, 191; issue in field, 192; column of, 193; procuring, 198; duties connected with, 199
 Survey, 120; boards of, 173
 Swimming, 33

 Tailor, 116
 Target practice, 59
 Telegraphs, director of, 203
 Tents, 211; for women, 214
 Tobacco, 192
 Tradesmen, soldier, 112
 Transfer, officers', 10; horses', 34; S.B. deposits, 138, 140; documents, 164; to army reserve, 164; of equipment, 179, 184
 Transport, regimental, 180, 190; for supplies, 192; naval officer of, 196; in field, 200; director of, 201; railway, 202
 Travelling of recruits, 89
 Treasury chest, 16

 Vaccination, 85
 Veterinary, school, 26; surgeon, 38
 Victoria cross, 94

 War games, 20
 Warrant, officers, 8; railway, 51
 Water, in camp, 220; in barracks, 62; for animals, 221
 Wills in hospital, 55
 Works, fund, 113; shop, 113

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